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ANNUAL REPORT

OF THE

ARCHITECT OF THE CAPITOL

FOR THE PERIOD

October 1, 1984 to September 30, 1985

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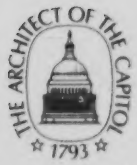

Washington, DC 20515

This Fiscal Year 1985 Annual Report covers the period from October 1, 1984, through September 30, 1985. It represents the tenth such report published by the Architect of the Capitol since the concept was revived in Fiscal Year 1976.

The purpose of the Annual Report is to record those significant events and the work accomplished by the Office of the Architect of the Capitol during Fiscal Year 1985. The report covers all activities under the Architect and is organized, as is the Office itself, into Central Office activities, including Architecture, Engineering, Administration and Construction Management, and the activities of Property Management/Buildings and Grounds.

Central Office activities are described through the Executive Committee Offices of the Assistant Architect, Executive Assistant, Administrative Assistant, Director of Engineering, Budget Officer and General Counsel. In addition, the activities of the Internal Auditor, who reports directly to the Architect, are described under Central Office activities. Property Management/Buildings and Grounds activities again encompass the Capitol Building, Senate and House Office Buildings, Library of Congress, Capitol Power Plant, Botanic Garden, and Supreme Court.

George M. White, FAIA
Architect of the Capitol

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THE ANNUAL REPORT OF THE ARCHITECT OF THE CAPITOL FISCAL YEAR 1985

The Annual Report of the Architect of the Capitol was first submitted to Congress in 1804. A report was not submitted between 1947 and 1975, although the Architect, pursuant to section 105 of Public Law 454, 88th Congress, publishes a semiannual report on expenditures from moneys appropriated to his various accounts. The Annual Report of the Architect of the Capitol was reinstituted in Fiscal Year 1976; subsequent reports have been published for Fiscal Years 1977 through 1984.

OFFICE OF THE ARCHITECT OF THE CAPITOL

The first Architect of the Capitol was appointed in 1793 by the President of the United States. During the period of the original construction (1793-1829) and major growth of the Capitol (1851-1865), appointments were made to the position of Architect at such times and for such periods as the various stages of the construction work required. The Office of the Architect of the Capitol has, however, actually been continuous from 1851 to the present.

The functions of the Office have changed materially through the years in accordance with the increased activities imposed upon it by Congress, due principally to the addition of new buildings and grounds. Originally, the duties of the Architect of the Capitol were to plan and construct the Capitol Building, and later, to supervise its care and maintenance.

Permanent authority for the care and maintenance of the Capitol Building is provided by the Act of August 15, 1876, (19 Stat.147; 40 U.S.C.162-163). This act has been amended from time to time to provide for the care and maintenance of the additional buildings and grounds placed under the jurisdiction of the Architect of the Capitol by Congress in subsequent years.

The Architect of the Capitol, acting as an agent of the Congress, is in charge of the structural and mechanical care of the Capitol Building, and making

arrangements with the proper authorities for ceremonies held in the building and on the grounds; he is also charged with the care and repair of all works of art in the Capitol, under the direction of the Joint Committee on the Library; he is responsible for the care, maintenance, and improvement of the Capitol Grounds, including 273.7 acres of landscaping, parks, streets and parking, and has responsibility for the structural and mechanical care of the Library of Congress Buildings and the United States Supreme Court Building.

Subject to the approval of the Senate Committee on Rules and Administration as to matters of general policy, the Architect is similarly charged with the structural, mechanical, and domestic care and maintenance of the Senate Office Buildings, including the maintenance and operation of the mechanical, electrical and electronic equipment and the Senate subways; he is also responsible for the operation of the Senate Restaurants.

Under the direction of the House Office Building Commission, the Architect is responsible for the structural, mechanical, and domestic care and maintenance of the House Office Buildings, including the maintenance and operation of mechanical, electrical and electronic equipment; he is charged with the care, maintenance, and operation of the Capitol Power Plant, which supplies steam for heating and chilled water for cooling the Capitol, Senate and House Office Buildings, Library of Congress Buildings and others.

Under the direction of the Joint Committee on the Library, the Architect serves as Acting Director of the United States Botanic Garden.

The Architect of the Capitol is also charged with the planning and construction of such buildings as may be committed to his care by Congress from time to time. The Architect of the Capitol by law serves as a member of the Capitol Police Board, the Capitol Guide Board, the House Page Board, the District of Columbia Zoning Commission, the Board of Directors of the Pennsylvania Avenue Development Corporation, and the Advisory Council on Historic Preservation. He is also a member of the Art Advisory Committee to the Washington Metropolitan Transit Authority, the National Capital Memorial Advisory Committee to the Secretary of the Interior, National Institute for Conservation, and serves as Coordinator of Civil Defense for the Capitol group of buildings.

The Architect of the Capitol is assisted directly by the Assistant Architect of the Capitol, Executive Assistant, Administrative Assistant, Director of Engineering, Budget Officer, and General Counsel. The Architect has established these officers as an ad hoc Executive Committee to assist him in policy determination.

These individuals head the major divisions which comprise the Central Office of the Architect of the Capitol; they are responsible for the efficient management and operation of the various programs and activities of the Architect of the Capitol. These activities include architectural and engineering design, construction management, and property management, including such diverse concerns as art, photography, and real estate planning and development. Other areas of management such as legal, personnel, procurement, and financial analysis are centrally administered as well.

Also reporting directly to the Architect of the Capitol are the Internal Auditor; the Supervising Engineer, Capitol Building; Landscape Architect, Capitol Grounds; Superintendent, Senate Office Buildings; Superintendent, House Office Buildings; and Assistant Director, Botanic Garden. The Supervising Engineer, Library of Congress; Supervising Engineer, United States Supreme Court; and Chief Engineer, Capitol Power Plant, report to the Director of Engineering. The offices of the Superintendents are responsible for the care and maintenance (property management) of their respective buildings under the jurisdiction and supervision of the Architect of the Capitol.

CENTRAL OFFICE ACTIVITIES

The Central Office of the Architect of the Capitol is comprised of seven offices, including the Office of the Architect. The functions of these offices and the activities for Fiscal Year 1985 are described below:

OFFICE OF THE ASSISTANT ARCHITECT AND DIRECTOR OF ARCHITECTURE

The Assistant Architect collaborates with the Architect in the management and direction of the functions of the Office of the Architect of the Capitol. The Assistant Architect is principal advisor to the Architect in matters of architectural design of new buildings and renovations and improvements to the existing buildings under the jurisdiction of the Architect.

The Assistant Architect serves as the Acting Architect of the Capitol in the absence of the Architect. The Architecture Division and the Construction Management Division are supervised by the Assistant Architect.

Architecture Division

The Architecture Division is structured to provide services for architectural and interior design, architectural historical research, structural engineering and specifications. In addition to producing drawings and specifications for a continuing series of projects devoted to the renovation, restoration, and modification of existing buildings, the Architecture Division coordinates and reviews the work of consulting associate architects engaged principally on new construction projects.

The structural engineering work of the division includes reviewing designs and drawings prepared by the architectural and engineering staffs to determine the structural adequacy or impact.

Structural analyses of existing conditions needing remedial repair and those with unusual loading problems are regularly prepared. The structural engineer inspects load-bearing components on new construction projects and provides guidance for all structural modifications.

In Fiscal Year 1985 the Architecture Division finished designs for the remaining unoccupied spaces in the Hart Senate Office Building and replanned eight Senatorial suites for the use of "systems" or modular furniture. In addition, the division's structural engineer designed and consulted with the Superintendent of the Senate Office Buildings regarding the installation of the Alexander Calder mobile and stabile in the Hart Senate Office Building Atrium. This project will continue into 1986.

The division prepared documents for 396 projects of various sizes and complexities during Fiscal Year 1985. Of the 396 projects, 64 were located in the United States Capitol, 6 on the Capitol Grounds, 6 at the Botanic Garden, 142 in the Senate Office Buildings, 157 in the House Office Buildings, 3 in the Supreme Court and 18 in the Library of Congress Buildings. Typically, architectural projects include one or more of the following tasks: on-site surveys and measurements of existing conditions, program development, extensive feasibility studies, space and furniture layouts, design and selection of furniture and furnishings, color coordination, preparation of drawings and specifications, graphic design, and supervision of the final work.

Also in Fiscal Year 1985 the division's architectural historian assisted researchers in the preparation of the microfilm edition of the papers of Benjamin Henry Latrobe, "Restoring the United States Capitol" in The Military Engineer (July, 1985), and The Capitol, A Pictorial History of the Capitol and of the Congress (Eighth Edition). In addition, research continues in the papers of William Thornton, Robert Mills and Benjamin H. Latrobe, and the records of the Commissioner of Public Buildings to identify references to the Capitol Building and Grounds.

The staff of the Architecture Division continued to work in close cooperation with the Construction Management Division, Engineering Division, Procurement Division, Supervising Engineers, Building Superintendents, and Associate Architects.

In the Appendix to this report is the complete list of Architecture Division projects for Fiscal Year 1985.

Construction Management Division

The Construction Management Division is responsible for the management, inspection, and administration of major construction projects built by private contractors in any area under the jurisdiction of the Architect of the Capitol. In addition, selected projects that can be more suitably executed by in-house forces are constructed by a branch of the division. Descriptions of the functions of each of the two branches follow:

Management Branch

The overall management and "owner" control functions are provided by the Construction Management Division, Management Branch. During the design phase, the Management Branch reviews the drawings and specifications at progressive stages to eliminate ambiguities over the interpretation of the documents thereby minimizing future contractual disputes. In those cases where construction contracts are let, bidding documents are issued to contractors.

During construction, job-site inspection and monitoring by the division ensures that the work is progressing on schedule, within the budget, and in accordance with the design documents. The branch negotiates proposals and claims, conducts progress and planning meetings, and prepares supplements and change orders. In addition, files are maintained on all submittals, including shop drawings, samples, and brochures. Payment recommendations are made for work completed, claims are reviewed, and technical assistance is provided to the Litigation Division.

The Management Branch maintains its own technical specialists in several fields of construction, including estimating, scheduling, stonework, masonry, architectural specialties, structural steel inspection, plumbing, heating, ventilating, air conditioning, control work, and electrical work.

The Appendix to this report contains construction data on projects for Fiscal Year 1985.

Construction Branch

The Construction Branch is the "in-house general contractor" of the Architect of the Capitol's organization. It may construct selected projects

anywhere within the Capitol Complex. Many of its projects consist of major alteration and renovation work while some involve new construction appropriately executed by in-house forces. The branch's activities cover a broad spectrum of construction-industry categories: general conditions, site work, roofing replacements, stonework, and several types of architectural, electrical, and mechanical constructions.

The Construction Branch is organized to provide its services much as a private contractor does. Quantity surveys are performed, estimates are prepared, and materials ordered. Temporary labor is hired as needed, subcontracts are let, quality control and scheduling are maintained, and punch-list items are completed. Each project is analyzed individually to determine the optimum mix of in-house and private forces. When possible, permanent maintenance personnel, wherever employed within the Office of the Architect of the Capitol, are used to reduce costs. In such cases, technical direction is given to employees who remain under the supervision of their respective superintendents.

Estimating services, including budget estimates for funding requests and detailed construction estimates, are prepared by this branch for all components within the Office of the Architect of the Capitol.

In Fiscal Year 1985 the Construction Branch continued its program to evaluate new roofing and waterproofing products and technology in order to repair and replace roofs more cost effectively. In addition, the branch performed preventive maintenance on all stonework for the buildings within the Capitol Complex. The activities for the year have been included with the major items of.the Construction Branch data described in the Appendix.

The Supervisory Stonemason works under the direction of the Assistant Architect. He continued in Fiscal Year 1985 to perform a program of preventive maintenance for all buildings within the Capitol Complex Activities are incorporated into the Construction Branch data in the Appendix.

At the end of Fiscal Year 1985 the Construction Branch employed thirteen persons on an annual salary basis who supervised personnel, monitored activities, and provided necessary support services.

OFFICE OF THE EXECUTIVE ASSISTANT

The Executive Assistant collaborates with the Architect of the Capitol in the direction and accomplishment of the functions of the Office of the Architect of the Capitol.

The Executive Assistant is the principal advisor to the Architect for and manager of special projects conducted primarily by consultants to the Office of the Architect of the Capitol. The Executive Assistant also provides general direction for the Curator for the Office of the Architect of the Capitol, including the Architectural Historian and the Art and Reference, Records Management, and Photography Divisions. The Executive Assistant is also responsible for the computerized monitoring of all maintenance and alteration projects in all areas under the jurisdiction of the Architect, in which he is assisted by the Project Scheduling and Control Officer.

The Executive Assistant serves as the Acting Architect of the Capitol in the absence of both the Architect and the Assistant Architect. He is the designated representative of the Architect to the National Institute for Conservation and performs other similar executive-level representations that may arise from time to time.

Curator

The Curator for the Office of the Architect of the Capitol, under the direction of the Executive Assistant, supervises the care and conservation of the works of art under the Architect's jurisdiction, the art restoration projects, and the preparation of exhibitions. In addition, the Curator serves as architectural historian and supervises and coordinates the activities of the Art and Reference and Records Management Divisions.

During Fiscal Year 1985 important acquisitions to the Art Collection of the U. S. Capitol included the following:

Statuettes: Sir Winston Churchill, by Oscar Nemon, was a gift of Prime Minister Margaret Thatcher of Great Britain on February 27, 1985, the day of her address to a Joint Meeting of Congress.

Busts: Carl Hayden, by Stafford Rolph, owned by the Carl Hayden Visitors Center, Page, Arizona, was

duplicated according to S.Con.Res. 7, for placement in the Russell Senate Office Building.

Statues: Jeannette Rankin, by Terry Mimnaugh, was Montana's second contribution to the Statuary Hall Collection on May 1, 1985.

A national competition was organized by the National Endowment for the Arts for the selection of the sculptor of the portrait bust of Dr. Martin Luther King, Jr. Sculptor John Wilson will have the bust completed by Dr. King's birthday in January, 1986.

The busts of former Speakers of the House were moved to the second floor, north corridor outside the House Chamber.

Conservation treatments were completed on the following:

The Indian and Pioneer clock, designed by William Rinehart for the House Chamber, was restored and regilded. Its placement on display in the Crypt resulted in a movement by Members of the House for its reinstallation in the House Chamber.

Frames for nine paintings of Indian life by Seth Eastman were cleaned and regilded at the request of Chairman of the Interior and Insular Affairs Committee in whose hearing room they are permanently displayed.

The portraits of George Washington by John Vanderlyn and General Lafayette by Ary Scheffer in the Chamber of the House of Representatives were cleaned, conserved and backed with aluminum panels for security purposes, and their frames cleaned and regilded.

A conservation report was submitted by Bernard Rabin giving results of tests and proposing treatment for the frescoed frieze in the Rotunda.

In order to best preserve the priceless art collection of the Capitol and to best utilize the limited conservation appropriation, a detailed survey was conducted with the advice of professional conservators to evaluate the condition of the entire art collection. A prioritized listing was prepared as the basis for the five-year plan to treat the art objects in most need of conservation first.

In accordance with the established record schedule, files of the office of the Architect of the Capitol already microfilmed were appraised for archival storage.

Additional projects overseen by the Curator's Office included:

Encapsulation of over 2,200 pages from letter press books for 1854 and 1858.

Photodocumentation of rooms in the Capitol; completed this year were the suites on the West Front.

Assistance to the National Building Museum with research and photography of drawings from the Architect's collection in preparation for the museum's forthcoming inaugural exhibition.

Compiling of room histories of H-327 through H-333.

Editing of the Annual Report for the Architect of the Capitol for Fiscal Year 1984.

Researching artists Horatio Stone and John Chapman, the statues of George Washington and Robert E. Lee, and the portraits of Speaker Thomas Reed and the Marquise de Lafayette.

During the fiscal year, the Curator's Office was involved in the preparation and installation of an increasing number of exhibitions. Advice was given to various Congressional offices which sponsored the temporary exhibits in the Cannon Office Building. "An Artistic Discovery," sponsored by the Congressional Arts Caucus and installed in the Cannon tunnel, was the largest show. It was composed of the winning entries in high school competitions sponsored by Representatives from 240 Congressional Districts. The Caucus staff was aided in the organization of the competition and in the arranging, hanging and labeling of the 240 oil paintings, prints and drawings displayed.

An exhibition on Constantino Brumidi was assembled in the Crypt of the Capitol by this office in cooperation with the Senate Curator of Art and Antiquities. The sixteen sketches by Brumidi for the Rotunda frieze were installed in wall cases and personal objects and letters from the collection were selected.

A permanent display of the thirty-eight 19th Century engravings of the Capitol a gift of Congressman Barber Conable, was arranged in Rooms H-118 and H-120.

Significant loans of works from the Capitol collection included six drawings from the Architect's collection to the Washington Antique

Show for the "Washington Remembered: A Legacy in Historic Preservation" exhibit (January 9 - 13, 1985); inaugural invitations, programs and other materials to the U. S. Supreme Court for "An Established Relationship: The President and the Justices" exhibit (November 1984 through 1986); and the Flag of Liberation to the Harry S. Truman and David D. Eisenhower Presidential Libraries for exhibits commemorating the 40th anniversary celebration of VE and VJ days (April through December, 1985). Loan records were also kept on paintings and sculptures loaned to Congressional offices from area art museums.

In preparation for the Presidential Inaugural, the Curator's Office was constantly busy with researchers and media requests for information and photographs.

Charts, budget planning, preparation of press releases and correspondence was facilitated by the acquisition of a personal computer in the office.

This office conducted ten tours of the Capitol this fiscal year.

Art and Reference Division

The Art and Reference Division functions as an archives and reference library. The collection contains numerous primary and secondary sources concerning the Capitol and early Washington. Users include Members of Congress, schools, researchers and the media, as well as the Library of Congress and Federal Information Centers.

The second inaugural of President Ronald Reagan generated many specialized inquiries from Congressional offices and the press corps. In addition, the division assisted the Chairman of the Joint Congressional Committee on Inaugural Ceremonies and his wife in selecting a motif for the inaugural luncheon program.

Other inaugural related activities included a talk at the Dirksen Senate Office Building on inaugural "firsts" for 350 students for the Washington Center for Learning.

The scope of other Capitol related inquiries is indicated by a partial list of individuals or organizations assisted by Art and Reference: publications for Heritage Tours; National Capital Parks; Naval Oceanographic Association; Women in Art; National Geographic Special Publications; Reader's Digest; the Robert Mills Papers; an in depth publication on Columbus; Washington Art Deco

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Society; 13th edition of We, The People; The American Story in Art, a publication on the Cox corridors by the U. S. Capitol Historical Society and the Daughters of the American Revolution; Washington City Beginnings, author Tee Loftin; Corcoran Art Gallery on Vinnie Ream Hoxie, National Building Museum; and the Bartholdi Fountain.

WETA-TV used our resources for two programs, "Ghosts in Washington" and "Capitol Steps". The Voice of America did a story on the Statue of Freedom.

To assure the safe arrival of the Avard Fairbanks bust of Lincoln, the division picked it up from the Baltimore wharf where it had been sent from Italy.

An extensive project with the Prints and Photographs Division of the Library of Congress was completed this fiscal year. It consisted of identifying, dating and sorting several thousand photographs of buildings under the jurisdiction of the Architect in the division's collection that had not been cataloged.

Ten authorized special tours were given; 182 referrals were written in answer to 1154 telephone inquiries; 168 books were ordered from the Library of Congress for the staff of the Architect and 98 researchers were served in the office.

The annual tour for the Capitol Historical Society Annual Symposium was geared to the theme, "Women in Art in the Capitol".

Records Management Division

The Records Management program falls into four main areas of activity: the maintenance, systematic microfilming, preservation and disposition of records. The emphasis in Fiscal Year 1985 has been the microfilming of over 13,670 architectural and engineering drawings in the records of the Architect of the Capitol. The total number of drawings filmed at the end of Fiscal Year 1985 was over 36,500 out of approximately 75,900 drawings in the Architect's collection. The microfilm aperture cards produced are available to staff and researchers to help preserve the original drawings.

The program of microfilming textual records of the Architect of the Capitol continues to progress. During the past fiscal year the subject files and status reports of the Architect, Assistant Architect and Administrative Assistant were filmed. In addition, the division filmed the construction records of the Dirksen Senate Office Building and the U. S. Court of Appeals.

The automated computer retrieval index of photographs, slides and records has greatly reduced the time required to locate photographs or drawings. However, due to the large backlog of drawings remaining to be indexed, this project will continue into the next fiscal year.

Photography Division

The Architect's photographers take, process, and print photographs of special events and of Office projects, including construction work. They maintain photo negative and print files for historical purposes.

This three-person Division supplies all still photographic services requested by the Architect's staff. Original photography on location or in the studio, black and white negative development, original 35mm color slides and slide duplicates, color transparencies and copy negatives are all routinely produced. Mounting, matting, and other finishing procedures are performed as needed and copy negatives are all routinely produced. A loan service, through the Library of Congress and outside photographic laboratories, makes available to the public and other government agencies materials for research, publication and display. Photographic experience and services are regularly loaned to several Committees to produce photography unobtainable through their usual sources.

During Fiscal Year 1985 approximately 6,488 8 x 10 inch black and white prints were produced, 1,483 negatives and transparencies were added to the files, and 5,297 prints were furnished from files or printed to order. Large formal display prints, slides and copy negatives were also made in large numbers. An itemized production schedule is on file in the Central Office of the Architect.

Major projects during Fiscal Year 1985 included:

Documenting the restorations of the West Front of the U.S. Capitol and the west terrace of the Thomas Jefferson Building of the Library of Congress. Video documentation of the West Front Project was begun in the summer of 1985. In addition, progress photographs were made of the construction and renovation of the Dirksen and Hart Senate Office Buildings; this included progress photographs of the assembly of the Calder mobile in the Hart Senate Office Building. Ceremonies photographed during the year included the second Inauguration of President Ronald Reagan (held in the Rotunda of the Capitol because of weather conditions), four Joint Sessions of Congress, the Jeannette Rankin Statue dedication, the First Lady's Luncheon, and the Holocaust Service in the Rotunda of the Capitol.

New equipment acquired during the Fiscal Year 1985 included a Hasselblad camera and three lenses, a copy stand, a slide duplicate set-up, and a 4 x 5 color enlarger.

OFFICE OF THE ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible to the Architect of the Capitol for the direction, management, and operation of the personnel, accounting, data processing, procurement, flag office and office services activities, and the general business affairs of the Office of the Architect of the Capitol; he serves as liaison for the Architect with the Director of Food Service and Regional General Manager on matters concerning the Senate and House Restaurants, respectively.

Accounting Division

The Accounting Division renders accounting advice and formulates financial policy for approval of the Administrative Assistant and the Architect of the Capitol. The division designs, develops, establishes, operates, and maintains the accounting, payroll, and inventory systems. These functions are performed by the Accounting Branch and the Payroll Branch under the direction of the Accounting Officer.

Accounting Branch

During Fiscal Year 1985, thirty two current annual and no year appropriations and twenty-three prior year appropriations were administered. Architect of the Capitol funds amounting to $111,599,194.16 were processed by the Accounting Branch for disbursement by the Washington Regional Disbursing Center, the Disbursing Officer of the Library of Congress, and the Marshal, United States Supreme Court.

A total of 9,697 obligating documents were processed during the year. These included 9,057 Architect of the Capitol purchase orders, 451 United States Botanic Garden purchase orders, and 47 contracts. In addition, the Accounting Branch processed supplemental agreements and contract change orders (e.g., for construction, personnel

service, and supply contracts) which are not reflected in these workload statistics.

Rental and sales vouchers were prepared and collections were made for steam furnished to the Government Printing Office, City Post Office, Folger Shakespeare Library, the United States Supreme Court, and the National Visitor Center. Vouchers were prepared and collections made for chilled water furnished to the Folger Library and the United States Supreme Court. A total of $2,142,633.44 was collected for the sale of steam and chilled water.

Rental and sales vouchers were also prepared and collections made from the Monocle Restaurant for rental of property. Gasoline repayment vouchers were prepared for and collections made from authorized users. Collections of $109,601.58 were made from these rental and sales accounts.

The Accounting Branch is responsible for the preparation of a varied number of reports, including:

Monthly financial statement for current year appropriations (thirty-two)

Travel Data Report (quarterly)

Six-month expenditure reports

Monthly statements of transactions

Monthly contingent expenses and miscellaneous improvement reports

Year-end closing statement (Form 2108)

Various reports required by the U.S. Treasury and other agencies on a recurring or as needed basis for both accounting and payroll functions

Payroll Branch

The Payroll Branch is responsible for the processing of payrolls for weekly, bi-weekly, and semi-monthly employees whose pay is based on statutory rates, GS schedules, wage board procedures, or administrative rates. During the fiscal year pay records were maintained for approximately 2,200 permanent, temporary, and patronage employees. Three separate groups of employees are paid on a bi-weekly basis, necessitating the preparation of 78 distinct bi-

weekly payrolls during the fiscal year. An average of 2,067 employees were covered by these bi-weekly pay systems during Fiscal Year 1985, representing $50,008,637.13 in gross earnings.

In addition, an average of 47 employees, with earnings of $628,114.53, were paid on a semi-monthly basis. Finally, the weekly earnings of 186 employees throughout the year resulted in gross earnings of $4,740,104.15.

To prepare these payrolls, the Payroll Branch maintains a system for recording hours worked by employees; maintains schedules of salaries, hourly rates, premium pay, overtime, health benefits, payroll deductions; and directs the computation of pay checks for all employees of the Architect of the Capitol and the United States Botanic Garden. The Payroll Branch is also responsible for the computation of terminal leave payments for separating employees, and for maintaining retirement deduction records for employees of the Architect.

Data Processing Division

The Data Processing Division provides a central resource for computer services and information management. The key responsibilities of the division are divided into four major functional areas:

Operations. The Architect's computer system is in operation on a daily basis for the benefit of users throughout the Architect's office. Users gain access to the computer largely by means of remote terminals located at various users' work sites. In addition to information visually displayed on these terminals, printouts of large reports and other information are run at the central computer facility and made available to users as a service of the computer operations activity.

Systems Software. This function involves the internal logic and sequence of computer programs and reports used to control and direct the operation of the computer itself. Systems software is generally developed by the computer vendor and includes programs for the allocation of memory, structuring of data files, scheduling computer runs on the central processing unit, assigning priorities to completed jobs waiting to be run on the printer, and related aspects of managing the resources of the computer facility.

Applications Software. This function has the greatest visibility from the users' standpoint because it covers the computer programs and systems

needed to process information and provide reports to users. Applications software programs may be developed internally by staff of the Data Processing Division and/or the user organization or may be supplied from external sources.

Systems Analysis. This function provides the analytic support needed to develop new programs or substantially modify existing programs. Its primary focus is to help define the users' data processing requirements, and translate them into a series of steps (a "model") to serve as the basis for the detailed computer program that will satisfy the users' needs.

Major activities conducted in support of these functions include the maintenance of all existing computer programs (both systems software and applications software) as well as the development of new programs and/or major enhancements of existing software packages.

A top priority of the division is the maintenance, support and production processing of the payroll system, producing seven groups of paychecks on a weekly, bi-weekly, or semi-monthly basis to nine categories of employees. The division also assists with accounting, equipment and supply inventory, shop drawings, punch list and occupancy tracking, work request scheduling, space information, personnel, records management, and many development projects. The maintenance of the complex systems software that manages text manipulations, on-line edits, terminal transactions, and internal control of the operating system is another important duty. The operation of the computer hardware and software requires a sustained maintenance effort to support the processing work flow while at the same time assisting in the development and acquisition of new applications programs for the operating divisions of the Architect's Office. A detailed listing of the activities of the four major functional areas is on file in the Office of the Architect of the Capitol.

Flag Office

The Flag Office is responsible for all requests to the Architect of the Capitol from Members of the United States Senate and House of Representatives to have special flags flown over the Capitol for their constituents and for special presentations to various groups, organizations, schools, etc. In recent years, there has been a sharp increase in the

number of flag requests processed by the Flag Office. Previously, the volume of flag orders remained relatively stable at approximately 35,000 flags annually, except during the 1976 Bicentennial Year when 62,860 flags were flown. By the start of the current decade, however, the number of flag requests had risen to over 60,000 per annum. Keeping pace with this rising trend, a record number, totaling 90,148 flags were flown during the Fiscal Year 1985, thereby more than doubling the average number of orders received throughout the last decade. In addition to coordinating the entire program, this office prepares commemorative certificates for Members to present to flag recipients and furnishes background information to answer questions by telephone or correspondence from Members, their constituents, news media and other interested parties.

This office also distributes flags that have flown on the flag poles located over the east and west central fronts of the Capitol. These flags are flown continuously 24 hours a day and are not replaced until they become worn and unfit for further official use. These historic flags are available to Members of the United States Senate and the House of Representatives for presentation to constituents who desire them because of their historical significance.

Office Services Division

This division serves the entire Architect's Office by performing a variety of support functions, such as mail distribution, in-house printing and reproduction services, furnishing office supplies to the central staff, and maintaining official files of architectural and engineering drawings of buildings under the Architect's jurisdiction. Specific activities for which the division is responsible include regularly scheduled messenger service on a daily basis for operating units of the Architect's Office located throughout the Capitol Complex; reproducing monthly accounting statements, the annual budget justifications, contract bidding documents, and correspondence or reports distributed to Architect staff members; meeting the Architecture Division's requirements for working drawings; and mailing purchase orders and other official communications issued by the Office.

In addition to its varied operations of a routine nature, the division assists on special projects that arise during the year.

Personnel Division

The Personnel Division develops personnel management policy for approval of the Administrative Assistant and the Architect of the Capitol, and implements established policy. The division plans, conducts, evaluates, and improves programs of recruitment, placement, position classification, position management, pay administration, employee benefits, employee-management relations, employee training and personnel records and reports. The Personnel Office staff provides counsel to management and employees on personnel matters and evaluates recommended employee and position and pay actions for conformance with law and Architect of the Capitol policy, and effects appropriate actions. The division processes and maintains records of personnel actions, including appointments, promotions, pay changes, training, separations, retirements, employee benefits, and similar actions. Significant activities of the Fiscal Year 1985 are summarized in the accompanying table and are described briefly in the following paragraphs.

The Architect's training program (authorized by Section 4119 of Title 5, United States Code) was implemented by the establishment and staffing of the Training Office. The purpose of the Training Office is to develop, recommend approval of and administer training policy, procedures, and guidelines; advise and assist supervisors and employees on matters pertaining to training; assist supervisors in determining training needs; and, coordinate training throughout the office of the Architect of the Capitol.

The Personnel Division staff processed the issue and reissue of all employee photo-identification cards. All pay checks are distributed through this Division.

The Federal Employees Health Benefits annual open season was conducted in November and December. The Personnel Division staff scheduled and met with employees, both on an individual and group basis, to answer their questions and assist them with the comparison of the various features of the plans.

The January, 1985, pay raises for approximately 2,000 employees were documented and processed.

The automated data processing system for personnel transactions and records, designed in collaboration with the Data Processing Division has been tested. Conversion to the new system will occur during the next fiscal year.

Number of Personnel Actions Processed:
Fiscal Year 1985

Nature of Action	Architect's Office	Botanic Garden
Appointments	495	20
Promotions	185	2
Transfers	28	0
In-Grade Step Increases	601	16
Other Pay Changes	2,092	56
Separations	618	22

Procurement Division

The Procurement Division, comprised of the Purchasing Branch and the Contract Branch, is charged with the preparation and/or review of all contracts issued by the Architect of the Capitol (e.g., for construction, construction materials and supplies, services of a maintenance, professional or consultative nature) and of all requests to purchase equipment and supplies necessary for general maintenance and upkeep of buildings and ground comprising the Capitol Complex. Upon receiving a request from a proper authority, the division prepares and processes official obligating documents in accordance with established office policies and procedures governing such areas as competitive bidding, negotiated price contract, and open market purchases, under applicable provisions of law.

Purchasing Branch

The Purchasing Branch is primarily responsible for procurement by open market purchasing in amounts not exceeding the statutory purchase limitations, as well as acquisition of items from authorized General Services Administration Federal Supply Schedules and items directly from the GSA by utilizing the Federal

Standard Requisitioning and Issue Procedures (FEDSTRIP) system. Major categories of procurement are supplies, materials, and equipment needed to maintain, operate, remodel, and restore the various buildings under the jurisdiction of the Architect of the Capitol.

In connection with placing orders, quotations for prices are solicited by mail or telephone when deemed necessary prior to the procurement of materials and supplies requisitioned by the operating units of the office. All necessary follow-up or back-up information for solving shipping, delivery, quality, or invoicing problems is provided by the Purchasing Branch, as are correspondence and/or amendments necessary for the satisfactory completion of purchased transactions.

Ancillary duties and responsibilities of a general nature that are performed by the Purchasing Branch are as follows:

Maintaining the inventory of the Architect of the Capitol Central Office equipment and records on rental equipment and maintenance contracts on purchased equipment.

Keeping abreast of the latest technological developments in office machines and equipment, including cost, application to office needs and space requirements, and supplying information to users concerning availability of equipment and furnishings, with recommendations based on past experience with performance and suitability to special needs.

Maintaining an inventory of purchased and rental vehicles assigned to various departments and making recommendations for the acquisition or disposal of vehicles, as conditions warrant.

Processing license tag renewals and tag and title applications for new vehicles.

Furnishing budget estimates and justifications on projected cost of maintaining, renting, or purchasing Central Office Equipment.

Disposing of equipment that is no longer of use to the Government by transfer to the Surplus Property Outlet of the General Services Administration and acquiring needed items from GSA that can be transferred as surplus property to the Office without charge to our appropriations.

Preparing requisitions and orders to the Public Printer for such items as printed forms, stationery, envelopes, publications and other items normally obtained from the Government Printing Office (GPO) which are utilized by various units of the Office of the Architect of the Capitol.

Placing work orders for supply of fuel, steam and chilled water to House Office Building Annex No.2.

In transaction of business during Fiscal Year 1985, the Purchasing Branch issued the following purchase orders in the categories indicated:

Category	Number of Purchase Orders	Estimated Dollar Amount
Routine Purchase orders issued for all appropriations	9,436	$ 8,795,174.18
Orders placed with the General Services Administration	129	148,036.95
Procurements for the Botanic Garden	451	205,076.76
TOTAL	10,016	$ 9,148,287.89

Contract Branch

The Contract Branch is primarily responsible for the procurement of supplies, materials, equipment, professional and maintenance services, and construction work through the media of formal, advertised Invitations for Bids and, to a lesser extent, negotiated proposals as allowed in certain instances by applicable provisions of law or by nature of appropriation.

During Fiscal Year 1985, contractural obligations incurred by the Office of the Architect of the Capitol totalled $2,940,958.99, a significant decrease from expenditures of $18,809,052.09 in Fiscal Year 1984. To render the comparison equitable, the amount of $404,942.17 must be added

to the Fiscal year 1985 amount, representing the net increase for additional work, under various contracts, formally authorized by the Architect through change orders; a total of 47 such formal changes were prepared by the Contract Branch for the Architect's approval during Fiscal Year 1984.

Specific data on each of the contractual activities for which the Contract Branch was responsible during Fiscal Year 1985 are on file in the Office of the Architect.

Senate Restaurants

The administration and operation of the United States Senate Restaurants are provided by the Director of Food Services and his assistants, under the direction of the Architect of the Capitol. The Senate Restaurants Office provides administrative support for operations including accounting, personnel, and purchasing functions. This office directly manages the operation of the Capitol Building's four dining rooms, snack bar, and newsstand; the Senate Office Buildings' two cafeterias, Senators' dining room, carry outs, speed line and newsstands; and the catering for special functions in the Capitol and Senate Office Buildings.

Fiscal Year 1985 was a year of major change in the Senate Restaurants. Three new operations opened, replacing a major portion of the Dirksen Building's original cafeteria and carry out operations. The Senate Chef, a quick-service coffee shop operation, located in the connecting corridor between the Dirksen and Hart Senate Office Buildings, opened July 1, 1985. The North Servery located in the Dirksen Senate Office Building, a large random selection cafeteria, opened September 3, 1985. The Dirksen Buffet, a new service option for staff and visitors, opened September 9, 1985.

Financially, the fiscal year was very successful. Low inflation rates, a busy Senate session calendar, and substantially increased banquet sales resulted in a profit of $305,000 on sales of $5,538,059. By comparison in Fiscal Year 1984 the Restaurants had a loss of $265,985 on sales of $5,056,615.

Fiscal Year 1985 was budgeted at a profit of $50,000. The budget included a price increase that became effective at the beginning of the fiscal year. The budget did not include exceptionally high

banquet sales which can be traced to the additional capacity provided by the Hart Building facilities. In addition, the Senate calendar exceeded the budget for number of days in session in Fiscal Year 1985. The combination of exceptionally high banquet sales and the Senate calendar resulted in profits substantially over budget.

The Special Function Department provided services for many VIP's and heads of state in Fiscal Year 1985. Services were provided for Mrs. Reagan, the President and Mrs. Mubarek of Egypt, the President of Costa Rica, the President of Colombia, the President of Turkey, the Secretary General of NATO, the President of the Russian Presidium, the Crown Prince of Norway, the Prime Minister of Israel, the King of Jordan, the President of Mozambique and the Prime Minister of Denmark.

The Senate Restaurant Purchasing Office has continued to contribute to the financial success of the operation. Through continual negotiation, research for additional sources of supply and increased competitive bid solicitations, numerous supplies and equipment items were purchased at costs lower than during previous years.

Further negotiation with the bacon purveyor resulted in reducing the cost of bacon purchases by $8,000 annually. This is in addition to the 20 per cent reduction achieved in Fiscal Year 1984.

Samples of new food items on the market were obtained for testing by Senate Restaurant management in order to keep informed of new items available. Samples of current menu items of other brands/purveyors were obtained for comparison with items currently in use, in order to continue using the best product to achieve desired end results at the lowest cost possible.

In Fiscal Year 1985, the Architect of the Capitol requested proposals from firms to automate the accounting and certain food management functions in the Senate Restaurant System. A nationwide software/hardware firm, MAI Basic Four, was the successful bidder. The system will be installed in 1986.

House Restaurants

On January 1, 1985, the Architect of the Capitol, acting as the agent for the Committee on House Administration, assumed the responsibility for the management of the House Restaurant system. During Fiscal Year 1985, several changes were made relating to the operation of the System, including changes in the personnel program, salary adjustments, and training.

The Architect administers the operation of the Capitol Building's Members Dining Room, the Congressional Restaurant, the Capitol Carry-out; the House Office Building's cafeterias and carry-outs; the Page Feeding Program; and the Catering Departments in the Capitol and House Office Buildings.

The day to day operations of the House Restaurants System are provided by the General Managers of the system under the direction of the Architect of the Capitol. The Administrative Officer of the House Restaurant Office provides support for operations including accounting, personnel, and purchasing functions.

During Fiscal Year 1985, the House Restaurant System had an operating loss of $275,524 on total sales of $7,946,715. The loss was due to an increase in food and labor costs. The system has not had a price increase in three years.

The House Restaurant Catering Departments provided services for the Vice President, Members of Congress, members of the President's Cabinet and numerous heads of state.

OFFICE OF THE DIRECTOR OF ENGINEERING

The Director of Engineering advises the Architect of the Capitol regarding engineering planning, design, and maintenance, including modifications and new work to be done under contract. The director coordinates and manages projects having implications across organizational lines. The Office of the Director of Engineering designs, implements, and controls preventive maintenance programs and procedures relating to engineering structures and equipment.

The Chief Engineer Capitol Power Plant; Supervising Engineer, Library of Congress; and Supervising Engineer, United States Supreme Court, report to the Director of Engineering. Their duties and Fiscal Year 1985 activities are described in this report under their respective buildings.

The Director of Engineering is responsible for the operation of a number of engineering divisions within the Central Office of the Architect of the Capitol, including air conditioning engineering, electrical engineering, elevator engineering, general engineering, fire protection engineering, safety engineering, and electronics engineering.

Air Conditioning Engineering Division

The Air Conditioning Engineering Division is responsible for planning and management of design and providing technical supervision over installation, replacement, modification, maintenance, and inspection of refrigeration and air conditioning systems throughout the Capitol Complex. This division also plans and manages the design, installation, and evaluation of energy conservation measures for heating and air conditioning systems, including monitoring of the chilled water and steam supplied to the various buildings under the jurisdiction of the Architect of the Capitol. Chilled water is also supplied to the Folger Library and steam to the Government Printing Office, Washington City Post Office, National Visitor Center, and the Folger Library.

To assist the various maintenance and operating engineers in the buildings, the Air Conditioning Engineering Division prepared plans and specifications for additions and improvements to all systems and for supplies and materials purchased in substantial quantities or of a unique nature. Bids were taken and reviewed and inspections were made of all materials, equipment, construction, and workmanship in connection with repairs, alterations, and improvements made in the various buildings under the Office of the Architect of the Capitol.

The Air Conditioning Engineering Division designs various heating, ventilating, air conditioning and refrigeration systems and coordinates these designs closely with the architectural staff in their development of existing and/or additional spaces under the jurisdiction of the Architect of the Capitol. Feasibility studies as well as cost estimates and working drawings of proposed renovations are prepared and submitted to the Director of Engineering. Recommendations for the

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purchase of equipment for the aforementioned as well as installation of the same are closely coordinated with the Construction Branch of the Construction Management Division, the Building Superintendents' Offices, or the Building Supervising Engineers Office, as applicable.

Progress on major modification and renovation projects during Fiscal Year 1985 continued as follows:

House Office Buildings. In Fiscal Year 1985, the renovation of the Longworth House Office Building air conditioning system (FN76018) was completed. In addition, the project to provide air conditioning for the fifth floor of the Cannon House Office Building (FN81196) continued with the division reviewing construction documents and proceeding on final design.

Library of Congress. The division provided assistance and coordination for the renovation and restoration of the Thomas Jefferson and John Adams Buildings, as well as for installation of stack and fire sprinkler systems in both buildings. In addition, the division reviewed construction documents, and provided technical review comments relating to the Air Conditioning Modernization Project for the Library of Congress.

The Air Conditioning Engineering Division continues to coordinate the Program for Energy Conservation (P.E.C.) for the Capitol Complex. The purpose of this program is to investigate and catalog all energy-using equipment associated with normal building operation and to develop an organized system of automatic and manual control to reduce the energy used by this equipment while still serving the fundamental needs for which it is intended. A complete list of projects, including a P.E.C. update, is on file in the Central Office of the Architect of the Capitol.

Electrical Engineering Division

The Electrical Engineering Division is responsible for planning and management of design; providing technical supervision over the installation, modification, inspection, maintenance, and repair of electrical systems throughout the Capitol Complex; lighting for the Capitol Grounds; power distribution systems (substations); and components and assemblies and operators related to sound reinforcement systems, the electronically operated clock and legislative call system, and birdproofing systems.

The division is involved in the design of miscellaneous in-house construction projects, the numerous supporting functions that relate to other electrical groups such as the Construction Management Division and individual building electrical shops, as well as the other engineering disciplines under the jurisdiction of the Director of Engineering, and design review with architects/engineers engaged by the Architect of the Capitol for major construction projects.

During Fiscal Year 1985, the division was involved with over 198 in-house construction projects. Additional projects included assisting with the preparation of the sound system for President Reagan's Second Inaugural; surveying electrical transformers containing polychlorinated biphenyls (PCB's) and making plans for replacement; and monitoring computer power disturbances.

The Electrical Power Section performed the combined maintenance and required operation of all incoming electrical systems and equipment from the utility point of termination up to and including the building main secondary service switchgear. This included work on the Capitol Grounds, a large part of the street lighting, the 15 KV incoming switchgear, all 15 KV cable, network transformers,

and associated load carrying bus. In addition to the daily routine of cleaning, maintenance, repair and replacement of the grounds lighting system, and the continual preventive maintenance on electrical transformers, switchgear, and its associated control battery banks, the Electrical Power Section also provided labor to install other projects as may be assigned.

This group also answers calls from numerous outside groups for assistance in providing electrical power needed in the performance of their respective activities.

Elevator Engineering Division

The Elevator Engineering Division performs engineering, planning and management of the installation, modification and maintenance of elevators, dumbwaiters, escalators, subway cars, kitchen conveyors, and related machinery throughout the Capitol Complex. This division is responsible for providing technical control and supervision over a work force of approximately 46 mechanics working in the various buildings under the Architect of the Capitol; establishes in conjunction with the Director of Engineering a computerized preventive maintenance program for use by operating units and monitors the activities performed under the program; and oversees the periodic testing, inspection, and recabling of over 200 units of elevator equipment in all buildings.

The division's main effort of concentration during Fiscal Year 1985 was the in-house work associated with the renovation and restoration of Elevators No. 1 and No. 2 in the Thomas Jefferson Building, Contract No. ACcong-84034. The objective of this project was to reproduce these two elevators as precisely as possible to the original 1892 cab and entrance configurations within the confines of the modern elevator code. The two elevators were originally installed by the Stokes and Parrish Elevator Company of Philadelphia, Pennsylvania in 1892, and were modernized by the Otis Elevator Company in 1925, and again by A. B. See Elevator Company in 1936. The demolition of this 1936 installation and the associated hatchway were entirely performed by in-house personnel.

Work on Elevator No. 1 consisted of the removal of the elevator cab, traveling cables and related counterweights, the machine room M.G. set, the controller, and the selector. In addition, the ornamental 1936 bronze castings were removed from the old cab, crated and stored for possible use.

The 1892 grilles over the four elevator entrances were also removed and sent out to be stripped, cleaned, reoxidized, and lacquered. The grilles will be reinstalled upon the completion of the Contractor's work.

Other work consisted of the scrubbing and cleaning of the six story glazed tile elevator hoistway walls. The new cab will reveal to its occupants the hoistway through a window in the back of the cab and glass backing located in the overhead bronze grilles. The cast iron window casements in the hoistway were also stripped, cleaned and painted. In addition, the african mahogany window frames were removed from the hoistway, stripped, refinished, stained and reinstalled.

The above tasks represent some of the numerous in-house activities relating to Elevator No. 1 in preparation for the commencement of the elevator installation by the contractor in Fiscal Year 1986. The first elevator is anticipated to be turned over to the Library of Congress in September, 1986.

The Hart Senate Office Building represented another major effort on behalf of the Elevator Engineering Division in Fiscal Year 1985. Numerous changes were initiated to customize the passenger elevator control systems to the particular needs of the Hart Building. A joint design effort on behalf of the Elevator Engineering Division and the contractor, in conjunction with a change order to the contract, resulted in basic signal system changes to serve the building, especially the sub-basement level. An additional change order to the contract resulted in the conversion of the digital pulse counter from friction drive to positive direct drive.

In addition to the above signal system changes, an enhanced revision to the Senators' Service mode of operation was performed. The Senators' Only push buttons, upon activation, would call the nearest car in that group to that floor and cancel any existing car calls registration in the car. A study of this problem resulted in the designation of one car in each group to be full time Senators' Only service thereby eliminating confusion and frustration both to Senators and to the staff. Other changes included the installation of a Senators' arrival arrow in the subway terminal to alert the subway driver to the fact that a Senator was about to arrive in the elevator and to hold the subway car.

In order to further identify normal maintenance problems, an indicator panel was installed in the subway lobby that would alert the police officer on duty that a passenger elevator in the Hart Senate Office Building was malfunctioning and to call for

immediate repairs. The Hart Senate Office Building elevator system is now at an acceptable level of performance and no further action is anticipated.

In Fiscal Year 1985, the division began the first phase of a two-year program in the Capitol Building to provide fire service modifications to all elevators. A fire service specification was formulated for the additional fire service control logic changes to three (3) elevators on the House side of the U. S. Capitol Building. The contract was awarded and completed in Fiscal Year 1984 with the remaining elevators in the Capitol being let out for bid in Fiscal Year 1985.

In addition to the continuing preventive maintenance program in the various buildings, all elevators are subject to periodic inspection and test procedures by the Central Elevator Inspection and Test Crew. The Elevator Inspection and Test Crew also performs all major repairs and recabling of all units. The crew is responsible for the regular maintenance of the elevators in the Capitol Power Plant, automatic doors in the Senate Garage, and the carillon motors and console in the Taft Memorial.

Each elevator shop follows a computerized preventive maintenance program for elevators, escalators and other assigned equipment, consisting of weekly examinations of all relays, control equipment, generators, hoist motors, gears, bearings, selectors, signal systems, governors, and all other safety devices. Worn or damaged parts are replaced where needed during the routine examinations, and adjustments are made when necessary to obtain the best possible performance of the equipment.

General Engineering Division

The General Engineering Division serves in a general advisory capacity to the Director of Engineering and is responsible for providing technical expertise in the accomplishment of a broad range of projects including matters of design, construction, operation, and maintenance of the application of mechanical, electronic, and electrical engineering principles, methods, and techniques.

The major emphasis of this division for Fiscal Year 1985 was the participation in the efforts to upgrade security on Capitol Hill. This consisted of the preparation of purchase documents, supervision of equipment installation and assisting in implementation and development of security design concepts.

An additional major emphasis was the administration of the Congressional Speech Reinforcement System Operators and related equipment and the Legislative Clock System Electronics Group and related equipment. The electronic equipment section is responsible for all sound systems throughout the Capitol Complex including the sound operators for the Senate Chamber and House Chamber public address systems.

Safety Engineering Division

The Safety Engineering Division plans and implements safety programs for the Architect of the Capitol, collaborates with various agencies on safety management, and maintains surveillance over renovation and construction projects, recommending necessary safety measures. This division conducts regular periodic safety inspections of facilities and equipment in all buildings and grounds, coordinates and supervises safety training programs, monitors frequency and severity of accidents, investigates and reports on all accidents, and initiates corrective actions where required through the Director of Engineering.

The division participates in and conducts inspections, conferences, seminars, and training programs involving safety programs and standards. It also correlates safety work with the work of the Attending Physician's Office and the fire protection engineering activities under the General Engineering Division and cooperates with the Environmental Protection Agency to control or reduce factors causing occupational health problems.

Electronics Engineering Division

The Electronics Engineering Division plans, schedules, directs, and coordinates work relating to designing, installing, maintaining, repairing, adjusting, calibrating, and operating closed-circuit television, intrusion detection, x-ray inspection, and metal detection security systems.

This division, formed under Director of Engineering in October 1974, is charged with the responsibility of maintaining and repairing the electronic and computer controlled security systems installed throughout the Capitol Complex under the authority of House Concurrent Resolution 550, 92nd Congress, as amended.

The duties of the division also include all security systems in the Capitol Complex, the installation and maintenance of the cable TV and data distribution system, the electronic HVAC,

security, fire, life safety, and book conveyor control systems in the James Madison Memorial Building and the Hart Senate Office Building, and the electronic controls for the energy management and conservation system.

Major projects of Fiscal Year 1985 are as follows:

Replacement of over 100 silicone-diode (SDA), 50 cathod-ray tubes and several hundred lamps within the Closed Circuit Television System (CCTV).

Established as part of the Cable Distribution System, the Local Area Network (LAN) to utilize the two-way capability of the cable system to provide the data users of the Office of the Architect of the Capitol more pathways in linking their data communications equipment to its host computer. In addition, piloting the Cable Alarm System (CAS) to be the general alarm processor for building conditions in the Capitol Complex.

Provided access to the Cable Distribution System for special functions within the Capitol Complex. This included service to the Library of Congress for a teleconference with the American Library Association. Additional access was provided to the League of Women Voters and television networks for special broadcasts.

Improvements to the automated management information system provided the ability to track manpower utilization. Improvements to the automated inventory process provided the ability to track individual stock and purchasing requests. During Fiscal Year 1985, more than 510 purchase requisitions and other procurement documents were submitted by this Division, accounting for more than $47,000. This total reflected more than 1,700 purchasing line items that served to replenish the $400,000 inventory and also satisfied more than 2,100 stock requests. Future improvements to this automated management tool will directly interface with the above and will provide the ability to track equipment and parts utilization and to schedule work efforts more efficiently.

Fire Protection Division

This division is responsible for a variety of duties with respect to the fire and life safety needs of the occupants of the buildings under the jurisdiction of the Architect of the Capitol. Duties of the head of the division include development of plans and specifications for fire protection systems in new and existing buildings, collaboration in the preparation of technical specifications for the procurement and installation of new equipment or repair and upgrading of existing equipment; collaboration with the supervising engineers and building superintendents in solving fire related problems and serving as the principal liaison with other fire protection agencies.

The installation of the sprinklers in the bookstacks in the Library of Congress Thomas Jefferson and John Adams Building continues to be the major project for the division. The project was completed and made operational in the Thomas Jefferson Building with the installation of on/off type sprinkler heads, system supply piping, waterflow and valve tamper switches and alarm monitoring control panels. The project will be completed in the John Adams Building in the next fiscal year.

OFFICE OF THE BUDGET OFFICER

The Budget Officer is responsible for the overall formulation, preparation, presentation, justification and execution of the Architect's budget. In addition, the Budget Officer provides advice and assistance on budgetary and financial matters to the Architect of the Capitol and to top management officials.

The Budget Officer prepares the annual budgets for the Architect of the Capitol, the United States Botanic Garden, and for the structural and mechanical care of the Library of Congress Buildings and the United States Supreme Court Building and Grounds. The budgets are submitted to the Office of Management and Budget (OMB) for inclusion in the

total federal budget requests. Additionally, narrative detailed justifications for annual and supplemental appropriations are prepared for presentation before Congressional Committees. The Budget Officer prepares and administers the financial plan for allocation and expenditure of funds and provides advice to the Architect on reprogramming requests. The Budget Officer also tracks legislation affecting activities under the Architect of the Capitol and acts as the Architect's liaison with the staffs of the Appropriations Committees.

The annual appropriation items administered by the Architect of the Capitol are primarily for the structural, mechanical, and domestic care, including maintenance and operation of equipment, and heat, light, power, and air conditioning for the buildings and facilities under the jurisdiction of the Architect. Budget requests are for items deemed necessary to render proper service to the Congress and to properly maintain the buildings and equipment of the legislative establishment.

To carry out these responsibilities for Fiscal Year 1985, appropriations totaling $97,646,850 and positions totaling 2,105 were provided under the Architect of the Capitol for all items carried under the heading "Architect of the Capitol," for joint House and Senate items, for care of the United States Botanic Garden and for the structural and mechanical care of the Library of Congress Buildings, and the United States Supreme Court Building and Grounds.

The aforementioned activities and processes are accomplished through what is normally termed the "Budget Cycle."

The annual budget cycle for 1985 began in July 1983, when a budget call was issued to Building Superintendents, Chief Engineers, and other operating officials along with instructions and general observations concerning budget preparation. Their budget requests were received in September 1983, and the Budget Officer began an internal budget review. Preliminary recommendations were developed by the Budget Officer and reviewed with the Assistant Architect, the Director of Engineering, the Administrative Assistant and other staff. Following this review, final recommendations were submitted to the Architect for his consideration and approval.

Based on the Architect's decisions on the budget, the formal budget documents were prepared and forwarded to OMB in November, 1983, for inclusion in the President's budget transmittal to Congress. Thereafter, detailed justifications were

prepared and forwarded to the House and Senate Appropriations Committees in December, 1983. During this time the Budget Officer prepared background materials in support of the justifications.

The Appropriation Committees began their mark-up in mid-1984. During this time the Budget Officer provided advice to the Committees on the effects of proposed actions. Following full Committee action on the budget, a bill was prepared and sent to the floor of the House for action. The bill, H.R.5753, was reported by the House Committee on Appropriations May 31, 1984. It was brought to the floor and passed by the House on June 6, 1984.

The Senate Appropriations Committee subsequently introduced its report on June 14, 1984, and the bill was passed by the Senate on June 21, 1984. The Conference Report issued June 27, 1984, was considered and agreed to by the House on June 28, 1984, and by the Senate on the same day. The President approved H.R.5753 on July 17, 1984, and it became Public Law 98-367 (98 Stat.472).

The Budget Officer monitored the progress of the bill through final passage and provided support as necessary. When the President signed the Appropriations Act the Budget Officer prepared appropriations mark-up sheets and transmitted them to top management, Building Superintendents, and the Accounting and Procurement Divisions.

The Congress passed the Second Appropriations Act, 1985, during the summer of 1985. On August 15, 1985, the President signed the bill, making H.R.2577 Public Law 99-88 (99 Stat.293).

Appropriations totaling $594,000 were approved in P.L.99-88 for the Fiscal Year 1985 Pay Supplemental. This concluded Congressional action on the Fiscal Year 1985 appropriation.

During Fiscal Year 1984, five appropriation hearings on the Fiscal Year 1985 budget were held.

OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel provides legal advice and a variety of services within the Office of the Architect of the Capitol concerning all functions of the Agency. From the standpoint of the Office of the General Counsel, these functions may be divided into three broad areas or categories: internal administrative functions; activities made the responsibility of the Architect by law; and litigation activities. Additionally, the General Counsel represents the Architect of the Capitol in Congressional and administrative hearings and other legal proceedings, where appropriate, or, when necessary, arranges for representation of the Agency in judicial proceedings by attorneys of the Department of Justice.

With respect to the first category, the General Counsel advises the Architect of the Capitol on questions of authority and on procurement, fiscal, budgetary, and personnel matters. The Office of the General Counsel also provides such legal services as development of legal opinions, reviewing and/or drafting such legal documents and legally oriented correspondence, and participating in the formulation of overall office policy.

With regard to the second category, the General Counsel prepares draft legislation and reviews and comments upon proposed legislation affecting the Office; advises regarding matters arising from the Architect's statutory responsibility for superintendence of the buildings and grounds of the Legislative Complex, including claims arising under the Federal Tort Claims Act; provides legal review of contracts for the procurement of materials, supplies and services for the Congress; provides legal advice regarding the use of the Capitol Complex by members of the public for demonstrations and other assemblages; and performs all necessary legal services required for the acquisition of real property.

With respect to the third area, the Litigation Division of the Office of the General Counsel provides advice and support with respect to litigation brought or defended by the Architect of the Capitol, particularly with respect to litigation arising out of construction contracts in which the Architect of the Capitol serves as the Contracting Officer. As counsel for the Construction Management Division, the Litigation Division furnishes legal advice and related services regarding the administration of contracts, including direct participation in negotiation and settlement of claims and disputes arising out of construction

contracts. During Fiscal Year 1985, such activities related primarily to the projects for the Restoration of the West Central Front of the United States Capitol and for the Restoration and Renovation of the Thomas Jefferson and John Adams Buildings of the Library of Congress.

In May 1985, the Office of General Counsel, in concert with the Department of Justice, negotiated a settlement of the Government's claims in the litigation known as United States v. Hennessy & Hansen, et.al. United States District Court for the District of Columbia Civil Action No. 82-3132. This action was initiated in order to recover damages suffered by the Government as a result of errors and omissions in the structural and electrical engineering design of the renovation of the Capitol Power Plant attributable to the defendants. The settlement resulted in a recovery of substantially all of the monies expended to settle the claims of the contractor for delay damages.

The Office also completed negotiation of the final settlement of the claims of John Carl Warnecke & Associates for extended services in the design and construction of the Dirksen Senate Office Building. Additionally, the Office of General Counsel recovered part of the direct costs related to correction of mislocated anchor bolts from the Phase II contractor on the Hart Senate Office Building project.

OFFICE OF THE INTERNAL AUDITOR

The role of the Internal Auditor is to review and appraise the efficiency and effectiveness of all Architect of the Capitol activities. This responsibility encompasses financial and compliance, economy and efficiency, and program results auditing.

Financial and compliance auditing determines whether financial operations are properly conducted, whether financial reports are presented fairly, and whether applicable laws and regulations are complied with.

Economy and efficiency auditing determines whether resources are managed and utilized in an economical and efficient manner and the causes of any inefficiencies or uneconomical practices, including inadequacies in management information systems, administrative procedures or organizational structure.

Program results auditing determines whether the desired results or benefits are being achieved and whether lower cost alternatives which might yield the desired results are considered.

Audit highlights for Fiscal Year 1985 represented a full service concept and a commitment to managers for improving Architect operations and management accountability by providing timely information that is useful in the decision making process. In addition to carrying out primary audit mission responsibilities, duties as task force coordinator for the conversion of House Restaurant System functions were added. Audit reporting involved regular audits and management assistance letters and briefings. The following products were issued during Fiscal Year 1985:

Three audit memoranda containing nineteen recommendations.

Five management assistance letters containing twelve recommendations.

Two management assistance briefings.

Ten analyses of House Restaurant System operations.

PROPERTY MANAGEMENT/BUILDING AND GROUNDS

CAPITOL BUILDING

The Architect of the Capitol is charged by law with the structural and mechanical care of the Capitol Building, including operation of the mechanical equipment. The Architect is also charged

with the domestic care of the central section of the Capitol, which includes the Rotunda, the Crypt, Statuary Hall, the corridors in the central section, and the stairways from the Rotunda to the first and basement floors; also, domestic care of most of the areas on the House side of the Capitol; three stairways in the central section, Senate side of the Capitol; the basement corridors in the central section; and the rooms in the basement and terrace occupied by the Architect's Office. The Architect of the Capitol has been charged with the care of the Capitol since 1876.

The Supervising Engineer, Capitol Building, under the direction of the Architect of the Capitol, is responsible for the day-to-day maintenance, alteration, repair, and operation of the Capitol Building, including the operation of the following shops: Carpentry, Electric, House and Senate Engineers, Elevator, Labor, Paint, Plumbing, and Sheet Metal Shops.

In addition to the regular maintenance of the Capitol Building, the following specialized alteration and conversion projects were completed in Fiscal Year 1985:

Room ST-22 was converted from storage space to office space.

Rooms HT-9, HT-11, HT-13, HT-15, and HT-17 were vacated by the Architect of the Capitol. All rooms were renovated to provide office space for the Legislative Operations Division of the Office of the Clerk.

Rooms HT-3, HT-5 and HT-7 were renovated.

Room 227 was renovated to provide storage space

Rooms H-324 and H-32M were altered and renovated to provide office and meeting space for the Majority Whip.

Room S-115, the Family Dining Room was renovated.

A new exhaust system was installed for the photography laboratory in Room HB-33.

Rooms H-136 and H-137 were altered and renovated. A permanent rostrum was removed from these spaces.

A window box with illumination was constructed in Room S-343.

Room HB-1 was renovated.

The ceremonies for the 1985 Presidential Inaugural were held for the first time in the Rotunda of the U.S. Capitol Building. The outdoor public ceremony scheduled for the West Front of the Capitol was cancelled due to extreme cold weather.

A ceremony was held to unveil and dedicate the statue of Jeannette Rankin in the Rotunda of the U.S. Capitol on May 1, 1985.

Carpentry Shop

The Carpentry Shop constructs and repairs high quality cabinetry and furniture and constructs, alters, and repairs fine ornamental woodwork in the Capitol Building.

The Carpentry Shop performed repair work on all revolving doors and entranceways and all wooden doors and windows. In addition, all door hardware, including locksets, hinges, door stops and closers, were maintained. Numerous frames were constructed for photographs and bulletin boards. Sheet metal stud systems were erected and gypsum board applied thereon; new suspended ceiling systems for conversion projects were installed. The shop performed locksmith activities, including cutting of new keys; constructed bookcases and shelving for offices repaired venetian blinds; and maintained rope halyards on flag poles.

Electric Shop

The Electric Shop installs, maintains, and repairs electrical fixtures, controls, and systems.

The Electric Shop performed all lamp work in the Capitol Building. In addition, repair work was performed on the chandeliers. All extension cords were provided and new electrical circuits with receptacles, as required, were installed for copy machines. All special event requests requiring electrical service, including press events, were fulfilled. Routine maintenance included House and Senate Restaurant electrical repairs. Maintenance was performed on automatic door openers, electrical tools, and equipment. The Electric Shop maintained and adjusted smoke detection systems in air handling units, provided new electrical circuits, installed new lighting fixtures in conversion projects and maintained the electrical birdproofing systems.

House and Senate Engineers

The House and Senate Engineers are responsible for the care and maintenance of all air handling equipment and controls. Filters were changed regularly and air handling units were washed and cleared, including heating and cooling coils. All steam and hot water piping systems were maintained, including replacement of steam traps and piping components where required.

Elevator Shop

The Capitol Building Elevator Shop is responsible for the care and maintenance of 25 elevators, 2 sidewalk lifts, 11 conveyors, 4 escalators, and one dumbwaiter. Routine preventive maintenance procedures included daily checking of leveling and door operations, hall and car indicator lights, cleaning contacts on relays, proper lubrication of rotating parts, and rails. In addition, the Elevator Shop installed and/or replaced new vinyl flooring systems and vinyl base as required.

Flag Flying

The Labor Force flew 101,241 flags over the U.S. Capitol Building during the fiscal year.

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Labor Shop

This department provides janitorial services for the House side of the Capitol and other areas of the building for which the Architect furnishes domestic care. In addition, ice and water are delivered for various Committee meetings and office functions. All scaffolding required for repair work, alterations, and painting is provided by this shop. It is also responsible for chandelier cleaning and window washing.

Paint Shop

This shop is responsible for the painting of all spaces within the Capitol Building. It also provides hand-painted and gilded signs; refinishes signs, mirrors, and picture frames; replaces broken glass; and does ornamental painting.

Plumbing Shop

This shop made necessary repairs to existing plumbing equipment in the Capitol Building and installed new plumbing systems for conversion projects. All stoppages were cleared and all plumbing and drain piping and fittings that were beyond repair were replaced. Fire control equipment, including pumping stations and sprinkler piping, was tested.

Sheet Metal Shop

The Sheet Metal Shop performed necessary roof repairs, including resoldering open seams, caulking riglets, replacing copper roof sections where necessary, and replacing roof walkway sections. New metal duct work was provided for conversion and alteration projects. All repair work on hollow metal doors was performed in the Sheet Metal Shop. Repairs and modifications to stainless steel shelving and counter work in the Senate and House kitchens and restaurants were performed. Miscellaneous welding and brazing work was performed in the shop.

Miscellaneous Special Events

Arrangements were made for Joint Sessions and Joint Meetings of Congress and for various ceremonies conducted by the Daughters of the American Revolution, United Daughters of the Confederacy, American War Mothers, and United States Holocaust Memorial Council.

CAPITOL GROUNDS

The Architect of the Capitol is charged by law with the care and maintenance of the Capitol Grounds and with any changes and improvements made to the grounds, and has been so charged since 1876. The Architect is also charged with authority to permit, and make arrangements for, the annual Service Band concerts at the Capitol. The Architect is responsible for the lighting and floodlighting of the grounds.

The Landscape Architect, under the direction of the Architect of the Capitol, is responsible for the day-to-day care and maintenance of the Capitol Grounds.

In Fiscal Year 1985 the daily routine maintenance on the grounds included daily sweeping of the Capitol steps and walks; removal of trash and debris from the grounds; pick-up of trash and general hauling for the buildings in the legislative group; sweeping of roads and drives twice a week with the mechanical sweeper; mowing lawns from the last part of April through November; the watering of lawns at night, 6 nights a week during the summer; and washing down the Capitol steps twice a week. Snow and ice were also removed from the steps, walks, and roads when required. This included spreading sand and ice-removing pellets on streets, walks and steps.

The approximately 187 acres of lawn areas, sidewalks, streets, roadways, and parking areas which comprise the U.S. Capitol Grounds are maintained by 28 gardeners and 16 laborers. Each year new beds and plantings are added in continuing programs to beautify the Capitol Grounds.

The trees on the grounds are maintained and cared for by the Tree Division assigned to the Capitol Grounds; this includes 4 tree surgeons and 2 helpers. The trees are under a planned program for feeding and spraying. Approximately one-half of the trees are fed each year. The trees are periodically inspected by the plant pathologists from the U.S. Department of the Interior. The chemical spray program which they recommend has been executed. The trees are sprayed in late winter and twice during the summer months, or as often as required. During extreme dry periods the new trees are watered. Each year several trees are removed from the grounds; most of the trees die because of their advanced age.

The Plumbing Division of the Capitol Grounds is responsible for routine and preventive maintenance on heating and ventilating units and for

the winterizing, de-winterizing, and maintaining the ornamental and drinking fountains and all sprinkler systems. In Fiscal Year 1985, the Division assisted with preparations for the Presidential Inauguration. This involved constructing fences, barricades, and stringing cables and ropes to secure the Capitol Grounds

A complete listing of daily grounds activities, including new planting and removal for Fiscal Year 1985, is on file in the Central Office of the Architect of the Capitol.

SENATE OFFICE BUILDINGS

The Architect of the Capitol is charged by law with the structural, mechanical and domestic care of the Senate Office Buildings (Russell, Dirksen, Hart, and five Annex Buildings), including operation of the mechanical equipment. The Architect is also responsible for the care, repair, and purchase of furniture and furnishings. (Furniture and furnishings for the Senate side of the Capitol are under the jurisdiction of the Senate Sergeant-at-Arms.) The Architect is responsible for the heating, air conditioning, and lighting of the Senate Office Buildings. All construction and structural improvements and changes to buildings are made by the Architect of the Capitol. The Architect is responsible for the maintenance and operation of the subway transportation systems between the Senate Office Buildings and the Capitol and also of the garage in the Dirksen Senate Office Building as well as that in the Hart Building.

The Architect, in performing his duties in connection with maintenance and operation of the Senate Office Buildings, is, under the Act of June 8, 1942, as amended, subject to the approval of the Senate Committee on Rules and Administration in matters of general policy. From 1910 to 1942, the Architect performed such duties under authority of a resolution adopted by the Senate Committee on Rules, February 18, 1910. Commencing with construction of the original three wings of the Russell Senate Office Building, 1905-1909, all construction work in connection with the Senate Office Buildings has been performed by the Architect of the Capitol under the direction of the Senate Office Building Commission, as is the case with respect to construction of the Hart Senate Office Building.

The Superintendent, Senate Office Buildings, under the direction of the Architect of the Capitol, is responsible for the day-to-day structural, mechanical, and domestic care of the Senate Office Buildings complex, including the operation of the following shops: Air Conditioning, Carpentry, Cleaning (Night), Electric, Elevator, and Labor (Day), Masonry, Paint, Plumbing, Sheet Metal, Subway, and Upholstery and Carpeting.

During the Fiscal Year 1985 the Office of the Superintendent received approximately 100,000 requests for service, resulting in the issuance of 30,600 work orders to the various shops under its jurisdiction. The activities and tasks performed by each shop of this office are as follows:

Air Conditioning Shop

The Air Conditioning Shop is responsible for the modification, repair and operation of the air conditioning and refrigeration systems of the Senate Office Buildings complex. The shop maintained and serviced all units in the Dirksen, Russell, Hart, 400 North Capitol Street, and the Immigration Building. The record of routine maintenance performed by this shop in Fiscal Year 1985 indicates that, in addition to the general maintenance requirements, 2,683 service calls were completed.

Carpentry Shop

The Carpentry Shop completed 3,742 work orders, including repair of chairs and the hanging of pictures or other wall hangings. In addition, the shop constructed bookshelves, small cabinets, desk organizers and several wood and burlap partitions. There were 2,210 requests to have keys made or locks changed.

Electric Shop

The Electric Shop installs, maintains, and repairs electrical fixtures, controls, and systems. In Fiscal Year 1985, 10,119 service calls were answered. Projects included installation and/or maintenance performed on inner-office buzzer systems, fire alarms systems, automatic doors, motors and controls for air conditioning equipment and automatic shelves.

Elevator Shop

The Elevator Shop inspects, maintains and repairs mechanical and electrical components of the elevators, escalators, dumbwaiters, dock loaders, garage doors, postal conveyors, truck tailgate lifts, and trash compactors. In addition to performing routine work during the year, ordering and replacing necessary parts, and cleaning and lubricating all systems, the Elevator Shop answered 489 service calls, 278 trouble calls, and 26 cases of vandalism.

Labor (Day)

The Day Labor Force has the responsibility of providing physical labor support to the Senate Office Building complex. During Fiscal Year 1985, the Day Labor Force received 25,921 formal work orders which included not only the transportation and delivery of goods and materials but also the delivery of ice, the washing of windows, the maintenance of all men's restrooms, the removal of trash from all shops, the cleaning of all entrances and loading platforms, the preparation of various Committee rooms, and the organizing of special functions and receptions. In addition, the office moved several offices during the fiscal year which included the transfer of entire staffs from one building to another.

Cleaning (Night)

During Fiscal Year 1985, the cleaning crew performed the routine cleaning of all senatorial suites, Committee rooms, and conference rooms, as well as all other rooms in the Russell, Dirksen, and Hart Senate Office Buildings. This work included such tasks as dusting, vacuuming, emptying and baling trash, cleaning and waxing corridor floors, shampooing carpets, and polishing brass. In addition to their regular duties, the night labor and custodial force completed 900 special work orders.

Masonry Shop

The Masonry Shop installs, maintains and repairs interior and exterior marble, brick, block, tile, and other stonework. During Fiscal Year 1985, the Masonry Shop completed work orders involving plastering walls and ceilings; laying cinder block and brick; concrete finishing and patching; laying cork, floor, bathroom, rubber, and quarry tile; and laying marble and granite.

Paint Shop

The Paint and Refinishing Shop received 763 work orders resulting in the painting of 313 offices, and 99 bathrooms throughout the buildings. The shop refinished 758 units including pigeonhole bookshelves, cabinets, open shelves, desks, trays, files, flower boxes, flower stands, and tables. The Paint and Refinishing Shop also made 961 signs.

Plumbing Shop

The Plumbing Shop services and maintains all plumbing, steam, and heating equipment in the Senate Office Buildings. During Fiscal Year 1985, maintenance was performed on various pumps and motors on the fountains, pools, condensate receiver, dish machines, and circulating pumps. In addition, maintenance was performed in all public restrooms and cafeterias such as checking for stoppages, leaks, broken fixtures and improperly functioning flush valves and faucets. Approximately 2,500 service calls were answered.

Sheet Metal Shop

The Sheet Metal Shop fabricates, installs, modifies and repairs sheet metal assemblies. During Fiscal Year 1985 the shop received 2,000 work orders which included: fabrication and installation of new ductwork, hangers and defusers; fabrication of metal trucks for the computer center for use in the storage of tapes; assembling and installation of metal shelving for the cafeteria, Immigration Building and stationery room; performing numerous welding jobs.

Subway Shop

The Subway Shop performs routine maintenance and improvements on the Senate side and the route between the Capitol and the Senate Office Buildings. During Fiscal Year 1985, the Subway Shop assisted Jenson Manufacturing in the installation of 800 feet of new camrail on Track No. 3. Requests from other departments for machine work, welding, and electric work were accommodated.

Upholstery and Carpeting Shop

The Upholstery and Carpeting Shop repairs and re-upholsters furniture; repairs and installs carpet; fabricates and hangs draperies; restrings and hangs venetian blinds; and covers tables, cornices, bookcases, and other units. During Fiscal Year 1985, this shop received approximately 587 work orders. In addition, 250 rooms of broadloom and 85 rooms of carpet tile were installed.

HOUSE OFFICE BUILDINGS

Pursuant to the provisions of 40 USC 175, the Architect of the Capitol, subject to the approval and direction of the House Office Building Commission, is responsible for the structural, mechanical, and domestic care and maintenance of the three House Office Buildings, House Office Building Annexes, and Underground Garages. Under the direction of the Architect of the Capitol, the Superintendent of the House Office Buildings is responsible for the day-to-day care of the buildings, including the operation of the following shops: Air Conditioning, Carpenter, Cleaning, Electric, Elevators, Escalators and Subway, Industrial Equipment, Labor, Painting, Plumbing and Heating, Stone, and Sheet Metal.

The Superintendent's Office maintains, in a confidential manner, the combinations of Members' safes and assigns office suites, rooms, and storerooms to Members of the House. This assignment of office suites is performed under rules prescribed by the House Office Building Commission. With the assignment of an office to a Member, the Superintendent's Office makes the necessary arrangements to coordinate the moving of the Members and the work of various trades, such as painting, electrical, changing of locks, installation or removal of partitions in conjunction with the personnel of the Clerk of the House and the Telephone Company.

The Superintendent's Office makes detailed suggestions to the Architect and the House Office Building Commission with regard to space requirements, remodeling within the buildings, and changes and improvements to existing facilities.

During Fiscal Year 1985 major projects included the renovation and remodeling of the Rayburn House Office Building Cafeteria and the decoration of the grand stairway in the Cannon House Office Building.

The decorative painting will continue through the next fiscal year.

In addition to the regular maintenance of the House Office Buildings, the following specialized alteration and conversion projects were completed under the direction of the Superintendent, House Office Buildings, in Fiscal Year 1985:

Cannon House Office Building

Decorative painting in the Committee on Veterans Affairs' main hearing room, Room 334, was completed with the new color scheme closely resembling that of the Cannon Caucus Room.

Minor alterations were made in Room 209, Committee on Post Office and Civil Service. Two semi-private offices were constructed of metal stud and gypsum board partitions with plexiglass side lights.

Eleven rooms on the first through fifth floors in the Northeast and Southeast corners of the building, were vacated by custodial staff and converted into usable office space for assignment by the House Office Building Commission. The conversion created approximately 2,300 square feet of additional office space. Alterations relating to HVAC, lighting, and painting were required to bring the rooms up to building standard.

Longworth House Office Building

Renovations were made in Room B-215, Office of the Clerk of the House. The existing ceiling was removed and replaced with a new 2' x 4' suspended acoustical ceiling and new lay-in fluorescent fixtures. The HVAC system was modified and all existing surfaces mounted electric was concealed in the plaster walls.

A storage room, Room 1611, was reassigned by the House Office Building Commission to become part of a Member's three-room suite. A new walnut cased opening was fabricated and installed and the entire room, including ceiling was plastered. New fluorescent light fixtures and additional HVAC were added in order to bring the suite up to building standard.

Minor alterations were made in Room 2322, Committee on Energy and Commerce. A small private office was constructed for the staff director. The dividing walls were demountable metal partition up to ten feet, the remaining area to the ceiling utilized metal stud and drywall with plexiglass sidelights. To complete the project, modifications were made to the lighting and air distribution system.

Two private offices were constructed in Room 2345. The existing demountable metal partition was extended up to the ceiling with metal stud and drywall. Existing light fixtures were relocated and minor modifications were made to the HVAC system.

Permanent media lighting was installed in Rooms 2257 and 2261, Committee on Education and Labor. Each room was provided with ten high-intensity quartz lights installed in the ceiling. The work necessitated the installation of new conduct wire, switches, relays, and contactor.

In Room 2165, Committee on Public Works staff rooms, the existing male and female toilet rooms were demolished and converted into a reception room with a private office and a small computer room. The work entailed the removal of the existing "Cararra" glass, plumbing fixtures, associated piping and masonry walls. The new dividing partitions were masonry with plaster finish. The existing dual duct box was tapped to provide the necessary ventilation for the private office and computer room.

Alterations were made in Room B-350, Committee on Government Operations, to provide two private offices for the professional staff members. The dividing partition was demountable metal partition with plexiglass filler panels from the top of the partition to the ceiling. Existing diffusers and duct work were relocated, and additional sound lined transfers were installed.

In the Members' Gymnasium an existing masonry wall was removed in order to enlarge the Exercise Room. The acoustical spline ceiling was patched along with the plaster walls and minor electrical modifications were made due to the rearrangement of light fixtures.

In the West Underground Garage, a major project was completed for the Clerk of the House relating to the enlargement of the Cabinet Shop.

Phase One was the relocation of the House Office Building Paint Shop, to space assigned to the House Office Building Storeroom. This area's usable storage space doubled thru the installation of a mezzanine deck and the addition of new storage bins. The existing fire protection sprinkler was modified and relocated as was the HVAC system. The relocation of the Paint Shop caused extensive renovations to the mechanical systems in this space. A complete new air handler was installed, as well as a new fire protection system and a wet bath spray booth. In addition, two secured storage rooms, a locker room and office were provided.

Phase Two involved the relocation of the Clerk's Finishing Shop to the area formerly occupied by the House Office Building's Paint Shop. A large open work space, a chemical storage room, an office, and a spray booth area were created. All new partitions were 8-inch cinder block painted with block fill. A new separate HVAC unit was installed along with an extensive exhaust system.

The final phase of the project was the relocation of the Cabinet Shop into the Finishing Shop. The majority of this phase of the project was electrical and mechanical with the exception of the demolition of the dividing wall and installation of two new sets of 6' x 8' double doors to the corridor. All work stations for both the Cabinet and Finishing Shops were fabricated by the Clerk's personnel.

The renovation of the Rayburn Cafeteria was a major project for the fiscal year. The entire project lasted six months from start to finish and involved approximately 7,500 square feet of area. All existing fixtures, ceiling, ductwork, counters and flooring were removed from the main Dining Room and Carry-out, and all new air distribution systems, ceiling and energy efficient recessed lights were installed. In addition, portions of the main serving line, kitchen office and storerooms were remodeled. The former large dining room was divided into two separate dining rooms with an arcade dividing the two areas. The arcade was created by erecting free-standing masonry and plaster columns and installing 9'6" paneled wood folding doors, which were fabricated by Architect of the Capitol personnel. Additionally, the cigar counter, cashier stands, condiment and flatware stands were also fabricated by the Architect's personnel. The project was completed with the installation of new carpet and furniture by the Clerk of the House.

House Office Building Annex No. 1

The existing male and female public toilets were modified to accommodate the handicapped. The project involved the removal of the corridor doors and jambs and installation of new doors and the lowering of fixtures.

Minor alterations were made to Rooms 111 and 222, Committee on the Budget. Two private offices were created, utilizing metal stud and drywall partitions. Minor electrical modifications were incorporated and additional window air conditioning units were installed.

House Office Building Annex No. 2

Two major projects were completed in Fiscal Year 1985. The larger of the two being the Uninterruptable Power System (UPS) for the House Information Systems' computer room. The UPS instantaneously provides AC power when normal input power is lost or interrupted. Additionally, during normal operation, it cleans or filters the input voltage to prevent voltage fluctuations and noise which may cause damage to computer hardware. Basically, the system consists of four major sections, the battery bank, the charger, the inverter, and the bypass transfer switch. All architectural and mechanical modifications made to accommodate the system were performed by the Architect's personnel, including alterations to the mechanical room, core boring to accept conduct and bus duct, installation of a new transformer, pulling of cable feeds, and the installation of a new 2,000 amp switchboard. An outside rigging company relocated the existing power converters and transported the batteries and control panels to various locations within the building.

The other major project was also for the H.I.S. computer room. It involved the expansion of the room by approximately 2,000 square feet in an area originally used for staff offices. The work entailed the removal of existing partitions, the sealing of windows and doors, and the installation of a carpeted raised floor. New electrical closets were constructed to house additional electrical panels, two additional chilled water A\C units and DX A\C unit, all with 25-ton capacity were installed.

Superintendent's Office

The Superintendent's Office coordinates the activities of many shops that perform the maintenance and repair on the buildings. A sampling of the type of work performed is listed by shop. A complete list of each task performed is kept on file in the Central Office of the Architect of the Capitol.

In 1985, the several different air conditioning, electric and plumbing shops in the House Office Building System were combined into one shop, each in the Rayburn House Office Building. This consolidation centrally located staff to better respond to any emergency and to organize construction and maintenance work on the midnight shift.

Air Conditioning Shop

The Air Conditioning Shop is responsible for the modification, repair, and operation of the air conditioning and refrigeration systems of the House Office Buildings.

The record of routine maintenance performed by this shop, by building, in Fiscal Year 1985 indicates that, in addition to general maintenance requirements, it filled 3,418 service requests in the House Office Buildings, plus inspection and repair of the air conditioning units in the Botanic Garden.

Carpenter Shop

The Carpenter Shop constructs and repairs high quality cabinetry and constructs, alters, and repairs the ornamental woodwork in the House Office Buildings.

In Fiscal Year 1985, 6,150 work orders were handled. It also performed such tasks as making 7,569 keys, assembling 6,310 picture frames, and crating 1,120 articles for shipment.

Cleaning Shop

The cleaning crew performs custodial services for office suites and conference rooms including dusting, vacuuming, emptying trash, and washing windows, etc.

During the fiscal year the cleaning crew performed the routine cleaning of all Members' suites, Committee rooms, and all other rooms in the House Office Building Complex.

Electric Shop

The Electric Shop installs, maintains, and repairs electrical fixtures, controls, and systems.

In Fiscal Year 1985, in addition to the routine general maintenance performed by this shop, it responded to 28,099 work orders in the various House Office Buildings.

Elevator, Escalator, and Subway Shop

The Elevator, Escalator, and Subway Shop inspects, maintains, and repairs mechanical and electrical components of elevators, escalators, dumbwaiters, and lifts in the House Office Buildings. This shop also performs routine maintenance and improvements of the house-side subway cars and the route between the Capitol and the House Office Buildings.

During Fiscal Year 1985, 1,649 service calls were made to maintain and repair the 64 elevators, 31 escalators, 2 subway cars, 2 dumbwaiters, 1 sidewalk lift, and 1 hydraulic elevator in the House Office Building Complex.

Industrial Equipment Shop

The Industrial Equipment Shop is responsible for routine maintenance of and repairs to the scrubbers, sweepers, forklifts, and paper baling machines throughout the House Office Buildings. During Fiscal Year 1985, this shop performed 1,962 maintenance and repair jobs on this equipment.

Labor Shop

The labor crew washes marble and windows and polishes brass; it also moves furniture and provides manual assistance, as required, to other shops in the House Office Buildings. In the Fiscal Year 1985 approximately 83,520 service calls were answered. A total of 192 moves were completed.

Painting Shop

The Painting Shop applies paint, varnish, and other finishes to decorate and protect both interior and exterior surfaces, trim, and fixtures in the House Office Buildings.

In addition to the routine painting of numerous rooms, corridors, and other spaces, in Fiscal Year 1985 the Painting Shop painted or stained 6,310 picture frames, stenciled 11 various signs, replaced 64 window glasses, and polished woodwork in 30 suites. It also completed 804 other miscellaneous paint and plaster work orders.

Plumbing and Heating Shop

The Plumbing and Heating Shop installs, maintains, and repairs pipes, fittings, joints, and valves connected with the plumbing system.

In addition to routine preventive maintenance, during the fiscal year, the shop answered 17,883 service calls.

Sheet Metal Shop

The Sheet Metal Shop fabricates, installs, modifies, and repairs sheet metal assemblies in the House Office Buildings. During the year the shop answered 337 service requests, and continued work on the copper roofs of the Cannon and Longworth House Office Buildings.

Stone Shop

The Stone Shop installs, maintains, and repairs interior and exterior marble, brick, block, tile and other stonework. Work orders serviced in the fiscal year numbered 95.

CAPITOL POWER PLANT

The Capitol Power Plant employs 103 personnel to operate and maintain a central steam plant rated at 530,000 lbs/hr and a central refrigeration plant rated at approximately 40,000 tons capacity to provide steam for heating and chilled water for air conditioning the Capitol Complex. Buildings served are the Capitol, Dirksen, Russell, and Hart Senate Office Buildings; Rayburn, Longworth, and Cannon House Office Buildings; Jefferson, Adams, and Madison Library of Congress Buildings; Supreme Court; House and Senate Garages; and the Botanic Garden. Steam is also provided to the House Office

Building Annex No.1, the Immigration Building and the Plaza Hotel. Steam is provided on a reimbursable basis to the Washington City Post Office, Union Station, and the Government Printing Office. Steam and chilled water are provided on a reimbursable basis to the Folger Shakespeare Library.

The Capitol Power Plant continued to meet its responsibilities of providing a continuous supply of steam for heating and chilled water for cooling buildings in the Capitol Complex throughout the Fiscal Year 1985.

During Fiscal Year 1985 the Capitol Power Plant generated 1,154,864,000 lbs. of steam using 50,634 tons of coal and 677,070 gallons of No. 6 fuel oil. Continued emphasis was placed on burning coal in lieu of oil. Steam production was 0.2 percent less than in Fiscal Year 1984. Chilled water production during Fiscal Year 1985 totaled 73,792,592 ton-hours, an increase of 12.5 percent from the previous year. The sharp increase indicated that the cooling load changed due to increased demand througout the entire year.

While chiller No. 6A, located in the West Refrigeration Plant, was in operation during the summer of Fiscal Year 1985, it was discovered that it did not respond to demands for load changes. Upon taking the unit down, it was found that a bolt holding the vane actuator to the vane capacity control had dropped out. The necessary repairs were performed on the unit and it was returned to service. Chiller No. 6 was checked and the same repairs were performed on it. Chillers No. 5 and 5A will be examined and modified to prevent the same situation from occurring. During a weekly inspection of the tunnels adjacent to the oil day tanks containing No. 6 fuel oil, a leak was discovered. The tanks were pumped out and partially excavated to uncover the sides of the tanks. An inspection of the tanks disclosed several holes in them. As a temporary measure, a tanker trailer was rented and piped up to provide an emergency facility for the fuel system until a permanent arrangement could be designed and installed. A contractor repaired minor leaks on two (2) transformers in the East Substation. This work returned the transformers to excellent condition, identical to the remainder of the units.

Improvements and modifications were made to the plant ash silo to reduce and eliminate emissions. This was accomplished during the annual repair to the unit. Extensions were placed over the outlets in the condenser water sumps in the West Refrigeration Plant. This action, along with

installation of basked elements in the condenser water strainers, provided a much cleaner system and reduced accumulations in the chiller condensers. The introduction of an additional copper corrosion inhibitor in the condenser water almost eliminated condenser tube failures and brought corrosion rates down to zero. New sump pumps were purchased for the pant as well as new parts to rebuild the coal scales on the three (3) coal boilers. A project was established to line the condensate tank in the steam plant with stainless steel plate to eliminate leaks. Two (2) new feedwater pumps were procured and materials were purchased to replace feedwater piping leading to the deaerator tank.

LIBRARY OF CONGRESS

The Supervising Engineer's Office at the Library of Congress is responsible for the structural and mechanical care of the Library buildings and grounds, which include the Thomas Jefferson Building, John Adams Building and James Madison Memorial Building. It also maintains the elevators in the Supreme Court Building.

Additional responsibilities include providing liaison with the Library of Congress to maintain a proper inter-relationship between the constantly changing and expanding functions and programs.

At the end of the Fiscal Year 1985, this office had a total of 126 permanent employees. The organization consists of a Supervising Engineer, an administrative staff and nine maintenance shops including Air Conditioning, Carpentry, Electric, Elevator, Machine, Masonry, Painting, Plumbing, and Sheet Metal. The major duties of the Supervising Engineer's Office are to provide supervision and the necessary manpower to perform all maintenance and construction work and to operate all building equipment under the jurisdiction of the Architect of the Capitol. Custodial maintenance of the buildings and care of the grounds is under the jurisdiction of the Library of Congress.

During Fiscal Year 1985, approximately 10,000 written requests for services were received and completed. This figure includes the numerous telephone calls received daily and after normal working hours for services by the shops.

Throughout Fiscal Year 1985, considerable activity dealt with the preparation of office and work space for the relocation of tenant occupancy in connection with the Renovation and Restoration of the Thomas Jefferson and John Adams Buildings. These

activities included modifications to movable metal partitions, the addition and relocation of telephone and electric outlets, and the installation of computer cables and security systems. Another major project was the cleaning and caulking of all joints (4,600 linear feet) on the east, west, and south portico decks of the James Madison Memorial Building. In addition, work continued this year on the Fire Protection System in the Jefferson and Adams Buildings.

Several projects were completed in the Thomas Jefferson Building. These included the renovation of the exhibits area in the west basement area; the painting of the Children's Literature Center and the creation of an interim occupancy area for the Library staff in the Northeast Pavilion.

In the John Adams Building renovation of a portion of the ground floor area created facilities for the Exhibit Office. In addition, a new vending area was created in the subbasement area by installing new floor tile and sheetrock partitions. Partition modifications and service fitting changes were made in several locations within the James Madison Memorial Building including the Automated Systems Office, the Preservation Microfilming Office, the Facilities Management Section, the Copyright Examining Division and the Collections Development Office. Other projects in the Madison Building included installations of exhaust hoods and ovens in the Cafeteria Kitchen, a video projector in the Mary Pickford Theater, and ultraviolet shields in the Manuscript Division.

Air Conditioning Shop

The Air Conditioning Shop works three eight-hour shifts, seven days a week. With the force operating at full capacity, satisfactory environmental conditions required in most areas by the Library are being maintained in all three buildings. The major scheduled preventive maintenance work includes inspecting, lubricating and cleaning all air handling units, checking motors and starters, calibrating controls and adjusting damper and valve operators. All general and preventive maintenance programs are on schedule.

Major projects during Fiscal Year 1985 in the Thomas Jefferson Building included the installation of a new refrigerator in the Whittall Pavilion, a new expansion tank in the Octagon Pump Room, and automatic bleed-offs on all humidifier pans. In addition, the drive motor in Unit No. 11A and the fan bearings in Unit No. 5A were replaced. In the

John Adams Building, the shop replaced the supply fan motor on Unit No. 1, modified the condensate for the No. 2 vacuum system, and installed automatic bleed-offs on all humidifier pans. In the James Madison Memorial Building installations included a new exhaust fan in the ground floor Coffee Shop, an air line for the Preservation Lab and fixed sheaves on all 40 major air conditioning units.

Carpenter's Shop

Most of the work this year related to the continuing relocation and/or remodeling of offices due to the Restoration and Renovation of the Thomas Jefferson and John Adams Buildings. In the Thomas Jefferson Building special projects included the renovation of the Whittall Pavilion kitchen which involved the installation of new cabinets and counter tops, and the construction of seven spindles for the renovation of the west main elevators. In the James Madison Memorial Building, the shop built work benches and cabinets for a new telephone equipment area, installed several hundred feet of chair rail in the Copyright Office mailroom, and built a lead-lined room for the Preservation Office x-ray space.

Electric Shop

The Electric Shop has personnel on duty three shifts each day and is responsible for new electrical installations and replacements, routine and preventive maintenance of all electric systems from the substations throughout all three buildings. This shop is also responsible for the security and fire alarm systems in the Thomas Jefferson Building and John Adams Building and the fire alarm system in the James Madison Memorial Building, including periodic preventive maintenance of the smoke detection systems. The Electric Shop had a very heavy workload, but it met the Library's requests for services for electrical changes and office occupancy.

The major projects for the Electric Shop during the fiscal year were the preparation for office changes in all Library buildings, installation or relocation of electrical outlets, modifications to the emergency power systems, assisting with the preparation of special exhibits, completion of installation of electrical work for computer equipment, and the installation of electric work for

the Architect's shops in the Thomas Jefferson Building. Routine work, included relamping, maintaining kitchen equipment, motorized bookstacks and fire alarm systems, and assisting the Construction Branch pipefitters in moving light fixtures and cutting off fire alarms.

Elevator Shop

The Elevator Shop operates seven days a week: 6:30 a.m. to 10:00 p.m. on weekdays, 6:30 a.m. to 6:30 p.m.on Saturdays, and 7:30 a.m. to 6:00 p.m. on Sundays and holidays. The shop is responsible for the maintenance and repairs of 34 units in the John Adams Building and Thomas Jefferson Building, 26 units in the James Madison Memorial Building, and 13 units in the Supreme Court Building. One elevator mechanic is assigned to the Supreme Court Building five days each week. This shop is required to service four buildings having a total of 73 units and 512 door openings, and cover two shifts per day plus weekends, holidays and special events. A substantial part of the routine and preventive maintenance time expended by this shop has been spent in the repair and over-haul of aging mechanical and electrical elevator machinery. In Fiscal Year 1985, the Shop assisted with the replacement of Elevator No. 1 in the Thomas Jefferson Building.

Machine Shop

The services of the Machine Shop are required at all times while the book conveyor systems are in operation, which is Monday through Friday from 7:30 a.m. to 10:00 p.m., Saturday from 7:30 a.m. to 5:15 p.m., and Sunday from 9:15 a.m. to 5:15 p.m. The primary function and responsibility of the shop is to maintain and service all the book conveyors and pneumatic tube systems in all three buildings of the Library of Congress. The secondary responsibilities of this shop include maintenance on overhead garage doors, cutting keys, installing and servicing locks and door closures, all welding and machine work, maintaining grounds and snow removal equipment, and support work for other shops and buildings in the Capitol Complex. The majority of preventive maintenance work on the book conveyor systems and pneumatic tube systems is done on Sundays. These systems are also checked each day for any malfunctioning parts and are corrected where necessary.

Masonry Shop

The Masonry Shop was established in October, 1983, and has the responsibility for maintaining, installing and repairing interior and exterior stone, brick, tile, block and concrete in all Library of Congress buildings.

Major projects of the shop during Fiscal Year 1985 included, for the James Madison Memorial Building, the installation of concrete block partitions in the Geography and Map Division and the removal and resetting of eighteen large granite stones on the Independence Avenue Plaza. In addition, in all Library buildings, various openings were cut in partitions and floors for pipe, ductwork, dampers, doors, and conduits.

Paint Shop

Interior painting in the Thomas Jefferson Building consisted of 6,118 square feet of ceilings, and 86,760 square feet of walls, doors and window frames. In the John Adams Building, 8,012 square feet of ceilings and 24,443 square feet of walls and doors were painted. In the James Madison Memorial Building, 161,365 square feet of walls were painted, and 1,891 doors were repainted.

Exterior painting of window frames, doors, planters, tables, curbing and parking lines was accomplished during Fiscal Year 1985. Shop work consisted of miscellaneous painting, mixing paint, glazing, ordering and stocking supplies and stenciling.

Plumbing Shop

This shop is responsible for the performance of all plumbing, pipefitting, steamfitting and pipe insulation in the three Library buildings. The shop maintains and installs equipment such as vacuum pumps, water piping, toilet fixtures, drinking fountains, sanitary equipment, fire pumps, fire sprinkler systems, fire hose stations, fire extinguishers, Halon fire extinguishing systems, lawn sprinkler systems, cafeteria equipment, low and high pressure steam lines, gas, air, sewer piping, and the demineralized water system in the James Madison Memorial Building. The Plumbing Shop operates seven days a week from 7:30 a.m. to 4:00 p.m., with one man scheduled from 4:00 p.m. to midnight. Preventive maintenance of plumbing

facilities is an important assignment of this shop. Work done in this area has consisted of cleaning, repairing, and painting of circulating pumps, condensation pumps, sump pumps, sewage pumps and fire pumps in all buildings, as well as servicing and maintaining fire extinguishers, fire hoses, sprinkler systems and Halon systems.

Sheet Metal Shop

This shop is responsible for all the copper roofs, metal casings, all air conditioning and ventilating duct work, metal containers for large pneumatic tube systems, metal partitions, wire grills, metal cabinets and book shelving, metal doors and jambs, and construction of various sheet metal items requested for the Exhibits Office, Preservation Lab, and Recording Lab.

Major projects of this shop during Fiscal Year 1985 included: relocation and installation of movable metal partitions in the James Madison Memorial Building; general maintenance of doors, wire cages and metal partitions in James Madison Memorial Building; general maintenance and replacement of copper roof and glazing skylights over Deck A in the Thomas Jefferson Building; installation of supply and exhaust ducts and exhaust hoods in Architect's Shops; and renovation of air handling units in John Adams Building. The preventive maintenance responsibility primarily involved repairs to the copper roof, copper dome of the Thomas Jefferson and John Adams Buildings.

Supply Branch

The Supply Branch is responsible for purchasing, receiving, storage, inventory, and issuing of all materials used by the Supervising Engineer's Office in the Library of Congress. This branch manages three storerooms: the central storeroom in the Thomas Jefferson Building, 20,000 square-foot storeroom in the James Madison Memorial Building and one room in the sub-basement of the John Adams Building.

BOTANIC GARDEN

The Architect of the Capitol has served as Acting Director of the United States Botanic Garden since July 3, 1934. The Architect is responsible for the maintenance and operation of the garden and for any construction changes or improvements made to the garden. The Architect performs his duties in connection with the garden under the direction of the Joint Committee on the Library which is charged, by law, with control over the garden. The United States Botanic Garden performs four main functions.

First, the organization maintains a large public Conservatory in which permanent collections of tropical, subtropical and desert plants are housed under 29,000 square feet of glass. Major collections include aroids, bromeliads, cacti, cycads, ferns, orchids, and palms. There is an ongoing program for the collection of new plant material for the Conservatory, in accordance with the official purpose of the Botanic Garden which is "...to collect, cultivate and grow the various vegetable production of this and other countries for exhibition and display..." Thus, new plants are frequently added to the collections. The building, located at First Street and Maryland Avenue, S.W., Washington, D.C. is open to the public from 9:00 a.m. to 5:00 p.m. seven days a week except during the summer months when it is open from 9:00 a.m. to 9:00 p.m. daily. There is no charge for admission.

Second, the Botanic Garden maintains a public park located on Independence Avenue, across from the rear entrance of the Conservatory. The park, approximately one acre in size, features a wide variety of summer blooming annuals, herbaceous perennials, and unusual woody plants. The focal point of the park is the historic Bartholdi Fountain. The park, like the Conservatory, is an evolving garden in which new species are constantly being introduced and reviewed for performance. Areas within the park are frequently redesigned and replanted creating an ever-changing display. A constant attempt is made to represent the increasing variety of plant material which becomes available to gardeners each year.

The third major responsibility of the U.S. Botanic Garden is to sponsor four annual plant and flower shows held inside the Conservatory. Special display areas, totaling 9,000 square feet, are used for this purpose. The Easter Show, featuring masses of spring flowering plants, is the first such event of the year. It is from Palm Sunday through Easter

Sunday. The second annual show, The Summer Terrace Display, is held on the patio in front of the building from May through September. Hundreds of flowering and foliage plants in hanging baskets highlight this event. The third show, held from mid-November through the Thanksgiving holiday, features a wide variety of chrysanthemums. Poinsettias dominate the last annual show held from mid-December through Christmas. In addition, the Garden hosts plant and flower shows sponsored by area garden clubs and plant societies each year.

The fourth function of the garden, is the maintenance of the Poplar Point Nursery located in Anacostia, Washington, D.C., just a few miles from the Conservatory. This area includes approximately 50,000 square feet under glass and 23 acres of land, five of which are used as an outdoor growing area for woody plants. All of the plants displayed in the annual shows are raised at the nursery. Additional material grown at this facility includes 12,000 orchids (used in the rotating exhibition held year-round in the Conservatory), all the plants displayed in the park and on the Conservatory grounds, much of the material incorporated into the permanent collections housed in the Conservatory, the herbaceous and woody plants used outdoors in the Capitol Hill Complex, those plants loaned to congressional offices and palm trees as well as cut flowers used for decoration at Congressional functions.

Other duties of the Botanic Garden include group tours given the year-round, a series of horticulture classes held from September through May, and a plant information service. All services are offered free of charge. The Botanic Garden Conservatory is also the site of a variety of Congressional related functions held in the evening, after the building has been closed to the public. The above duties are performed by a work force of 57 people, including thirty four gardeners, nine operating engineers, a maintenance crew of seven and seven who are employed in a supervisory or clerical capacity.

Fiscal Year 1985 was not only productive, but a time of change. With the appointment of a new Assistant Director, all collections and displays underwent careful review. Plans were reviewed for the relocation of the Poplar Point facilities and suggestions for improvement and change made. Reviews were held with the Architect's staff and the representatives from local and federal agencies concerning the revised plans. Drawings were prepared for the addition of the United States Botanic Garden name to the frieze course of the

Conservatory as part of the ongoing stone repair. In addition, a design was prepared and approved for the installation of a plaque in the Conservatory honoring Admiral Charles Wilkes. Installation will be in Fiscal Year 1986. Plans were also reviewed for the restoration of the Bartholdi Fountain, the funding of which is requested in the Fiscal Year 1986 budget. The sidewalks on the east and west sides of the main entrance were replaced and a study undertaken to review the handicap access to the Conservatory. A twenty by twenty-four foot section in the center of the main sidewalk was removed to create a new planting bed.

During the summer months, the Subtropical House underwent an extensive pruning and plant removal program. The orchid display area was relocated and the pool in the Subtropical House, at the head of the waterfall in the Palm House, was opened, cleaned and a temporary fountain placed in the center. Plants were removed from the long reflecting pools which were drained and cleaned. In addition, three jets were installed in each. A low planting of foliage was placed around the edges of the waxed tile border. A large quantity of plants were removed from the large side beds in the Subtropical House to give better light, improve air circulation and to allow the installation of displays. A summer display of annuals and ornamental grasses was installed at the first of a continuous display for this house. A repair program was begun for the leaks in the Conservatory. The two major vallies at the connection point of the Subtropical and Palm Houses were the first to be repaired. This reduced the amount of water leaking into the Conservatory during heavy rains. Rewiring of the upper ventilator controls was begun during the summer, with the highest points of the Palm House being completed. All ventilator gears were serviced and greased and all limit switches checked. The heating controls for the Conservatory were checked and recommendations for repair, replacement and additions made. The soil in the planting beds in the Subtropical House was amended and restructured prior to planting. The East Courtyard was redesigned as a display area for annuals and the brick paving relayed

The quality of the annual shows was improved. New varieties of chrysanthemums were grown and all new props were used for the Poinsettia Show. The Easter Show featured bold colors and was well attended by the public, who were eagerly awaiting the arrival of spring. The Summer Terrace Display features masses of purple, yellow and white lantana

hanging baskets amid a brilliant array of colorful annuals against a background of Phoenix pams and bananas. The Conservatory was the setting for several organizational and plant society shows. The Conservatory was bedecked for the holidays by the 30th annual Christmas Greens Exhibition sponsored by the Capital Area Federation of Garden Clubs. In April the Daffodil Society sponsored their annual show in the Conservatory for the first time. This year also saw the return of shows sponsored by the area Begonia and Cactus and Succulent Societies. The attendance for all shows increased as well as the attendance for the group tours and the horticultural classes.

Requests for group tours have increased from local and out of state school systems as well as by Congressional offices. VIP tours were given to people of many countries including Great Britain, Malaysia, Argentina, Colombia, India, Japan and China. A total of 160 tours were given last year. The Conservatory also continued to be a popular location for functions. A total of 26 Congressionally related functions were held in the Conservatory after public visiting hours during Fiscal Year 1985.

The interest of the public necessitated publicity. Press releases were sent to local radio stations, newspapers, newsletters, magazines and other professional organizations prior to each show and horticultural class. A schedule of classes, which contains a listing of the upcoming shows, is always available in the rack located by the entrance to the Conservatory.

Over 1200 invitations to attend major shows and the horticultural classes were sent to the Congressional Members and their staffs prior to each event. The Horticultural Classes were upgraded with new courses and some new instructors added. The plant information service, which provides horticultural and general information, established the hours of 1:00 p.m. - 4:00 p.m., Monday through Friday, to receive telephone calls and walk-in inquiries. Plants, seeds and cuttings were exchanged with or received from twenty-seven individuals and botanic gardens from Switzerland to Japan to Southern Florida.

Maintenance Division

In Fiscal Year 1985, the Maintenance Division of the Botanic Garden was required to perform a wide variety of duties essential to the management of the facilities. This division is responsible for maintaining the Conservatory, Administrative

building, all equipment within the Botanic Garden Park, and the Poplar Point facilities. During this fiscal year, the following tasks were performed:

Carpentry. Construction work included a Gazebo for the First Lady's Luncheon, props for the Summer Terrace Display, and all shows in the Conservatory. In addition, exterior gutters of the old greenhouse range were rebuild and doors and plant benches were maintained and adjusted in the Conservatory and greenhouses.

Electrical. Performed routine maintenance of all electrical equipment including pumps, wiring and lighting in the Conservatory, greenhouses and the Administrative building and wiring for special events.

Glazing. Numerous panes of broken glass in the Conservatory and greenhouses at Poplar Point were replaced. All the greenhouses were shaded four times throughout the summer with Kool-Ray shading white.

Heating Systems. Routine service was performed on two oil-fired and two gas-fired boilers. In addition, the radiators and steam traps located in the Conservatory were maintained.

Mechanical. All duties were performed necessary to maintain the 12 vehicles belonging to the Botanic Garden, as well as one front- end loader, four tractors, and field equipment for Nursery use.

Painting. In addition to routing maintenance, areas painted included light poles, railings, and gutters of the Old Greenhouse Range and the Bartholdi Fountain.

Plumbing. Necessary repairs and preventive maintenance were performed on all water and sewer lines, sprinkler systems and irrigation equipment. All pumps at the Poplar Point facility and Conservatory were also maintained.

Decoration Division

A total of 1,131 palm decorations were provided during Fiscal Year 1985. Palms and ferns were delivered to designated buildings, set up in rooms reserved for Congressional functions and returned to the greenhouses. Other deliveries included 647 centerpieces, 11,751 cut flower arrangements, and 271 vases.

Nursery Division

In addition to the materials supplied to the Capitol Grounds, the Nursery Division maintained the outside nursery and grounds of Poplar Point. This involved the mowing of grass, planting of liner nursery stock, irrigation, fertilization, application of insecticides, constant cultivation of nursery fields and the pruning of nursery stock.

Old Greenhouse Division

In addition to the contributions toward the Spring Flower Show, the production of bedding plants, and the Chrysanthemum Show, this division also produced the cut flowers necessary for decorations at the Capitol Complex.

Orchid Division

The Orchid Collection of the Botanic Garden, numbering 13,000 plants, is considered one of the finest collections in the United States. During Fiscal Year 1985, 5,672 flowering orchids were displayed in the ongoing exhibition at the Conservatory. Daily maintenance of the collection included the repotting of 3,225 plants and the retying of 7,775 plants. The Orchid Division produced 500 ferns of assorted varieties. The employees of the Orchid Division have actively participated in the National Capitol Orchid Society to upgrade the collection through the contribution of plants by the members of the Society. In Fiscal Year 1985, 400 orchid plants were added to the collection by private donation.

Propagation Division

In addition to the contribution made toward the Spring Flower Show and the production of bedding plants, this division was also responsible for producing plant materials used in the Conservatory and nursery liner stock. A complete list is on file with the Central Office of the Architect.

SUPREME COURT

The Architect of the Capitol's staff for the Supreme Court consists of 33 positions to provide for the care and maintenance of the building structure, mechanical and electrical systems, elevator and food service equipment and the grounds and courtyards. In addition, the maintenance force assists the Marshal's Office with preparations for special functions sponsored by the Court. Administration of the Supreme Court Maintenance Organization is provided by a Supervising Engineer under the direction of the Director of Engineering. The limited size of the work force requires that all employees engage in a broad range of work activities. Work of a general nature is assigned to the Plumbing and Heating Shop. Shift personnel and maintenance workers assist all the divisions with maintenance assignments. Those trade skills that are not available to the Supreme Court work force are obtained from the Architect of the Capitol's Construction Management Division or by contract with outside contractors. In Fiscal Year 1985 the Supervising Engineer, in addition to directing the routine maintenance of the Court, coordinated the following major projects:

In the third floor library, installed stairways to bookstacks and cleaned and rehabilitated ceiling areas.

Removed wall; painted ceiling and walls in fourth floor reception area.

Installed driveway overhead metal coiling doors in the basement North and South Drives.

Installed devices for driveway and building security as part of the Court's improved security plan.

Air Conditioning Shop

This shop is responsible for performing preventive and routine maintenance of equipment and monitoring meters and alarms to provide acceptable building environmental conditions. It also maintains the refrigeration equipment of the Food Service operation. During Fiscal Year 1985, this shop built and installed various pieces of new equipment, including air monitor units to measure airborne particulants in specific building areas. In

addition, the shop installed a new air compressor for the pneumatic control system.

Electric Shop

This shop is responsible for the maintenance and repair of electrical distribution equipment and lighting and control systems. This fiscal year, programs included the maintenance and modernization of equipment and interior and exterior lighting. Additional work included the installation of a new Hewlett Packard System - 30 terminals and printers.

Elevator Shop

The maintenance of elevator equipment is assigned to the Library of Congress Elevator Shop and coordinated by the Supreme Court Electric Shop. Electric Shop personnel inspect the elevators each morning and notify the Library of Congress elevator mechanic if special repair work is required. During Fiscal Year 1985, 20 elevator service calls were recorded.

Grounds

Routine maintenance was performed on the lawn and landscaped areas adjacent to the Supreme Court Building, the four courtyard areas on the first floor, and potted plant materials located within the building. Fountains were cleaned and snow was removed. Plant material was provided for special Court functions. A special project this fiscal year was the continuation of the replacement of 360 hedge plants along Second Street, Maryland Avenue, First Street, and East Capitol Street. The parking lot was landscaped and 6,000 tulip bulbs planted.

Masonry Shop

During Fiscal Year 1985 maintenance and repair of the interior and exterior marble and brick included the following projects: the leveling and resetting of the West Plaza pavers; the replacement of 11 deteriorated pavers on the terraces; the installation of access panels to the northwest and southwest entrances; and, the removal of various partition walls.

Paint Shop

This shop is responsible for the maintenance and repair of protective coverings in the Supreme Court Building. Work is directed by the Decorator Painter with assistance provided from other divisions or the Construction Management Division depending on the size and scope of the project. Work is scheduled based on occupant activity and in consideration of the time that has lapsed since prior painting. Work accomplished during Fiscal Year 1985 included the repainting of 33 rooms and other areas including the Library's decorative ceiling and the refinishing of two oak doors and frames.

Plumbing and Heating Shop

This shop is responsible for the preventive and active maintenance and repair of plumbing, heating, and fire protection systems. Other special trade areas that are assigned include painting, masonry, carpentry, glazing, locksmith, and roofing. This shop is responsible for shift personnel who provide a 7 day per week coverage of building operations. During Fiscal Year 1985, this shop installed new equipment and assisted with renovation projects. Special projects included replacing 50 lawn sprinklers, 5 detective convectors and 20 sets of spigots and replacing 90 deteriorated heating convector valves.

Storeroom

The Storeroom provides a variety of services to assist all divisions: preparation of requisitions for tools, supplies and materials; maintenance of inventory of tools and materials; record keeping for weekly and bi-weekly payrolls, routing of service requests to the proper division. During Fiscal Year 1985, 317 requisitions were prepared for maintenance materials and special projects.

PROJECTS COMPLETED BY THE ARCHITECTURE DIVISION

FISCAL YEAR 1985 (By Building)

Area or Room	PROJECTS Designs and Construction Supervision
United States Capitol	
West Central Front	Window design Review of stone shop drawings Review of window shop drawings Research--exterior stairs to the old Hall of the House Research on foundation vents Research on window sash Inaugural stands Miscellaneous construction
West Terrace	House steps restoration
Exterior	Research on Statue of Freedom pedestal
Interior	Handicapped access
East Front Corridor	Pedestal for Lincoln bust
Interior	Stencil design
Room ST-22	Renovation
Rooms HT-3,5 & 7	Renovation
Rooms HT-11,13 & 17	Alterations
Room SB-5	Interior Design
Room SB-6	Furniture Layout
Room SB-10	Remodeling
Room SB-14	Interior Design
Room HB-1A	Proposed alterations
Room HB-16	Shelving
Room S-109	Interior design, refrigerated station and refrigerator unit
Room H-111 & 112	Interior design
Room S-116	Door/window paint detail
Room H-117	Door restoration
Room S-120	Renovations
Room H-129	Interior design
Room H-130	Cabinet
Room H-137	Layout for modular furniture
Room S-138	Renovations and interior design
Room S-146	New door
Room H-150	Bookshelves
Room S-151	Research on interior design

Room S-152	**Furniture layout, cabinet work and interior design**
Second Floor	**Pedestal for bust of Vice President Gerald Ford**
Rotunda	**Research on structural history of dome canopy**
Statuary Hall	**Partition design for Inaugural Brunch**
House Chamber	**Design for temporary frame cover**
	Studies for Rinehart clock
Second Floor/Center	**Alterations for toilet for the handicapped**
Room H-208	**Interior design**
Room S-208	**Furniture layout**
Room H-213	**Interior design**
Room S-211	**Interior design and toilet remodeling**
Room H-227	**Renovation**
Room S-229	**New chair rails**
Room S-238	**Alterations for handicapped**
Rooms S-232/233 & 234	**Furniture layout and interior design**
Rooms H-301 & 302 & 307	**Furniture layout**
Rooms S-313 through S-316	**Furniture layout**
Rooms S-321 & 322	**Interior design**
Room H-324	**Alterations**
Room H-324 & H-324M	**Renovations**
Room S-326A	**New shelving**
Rooms H-326, H-327, H-328, H-329, H-330, H-330A, H-331, H-332, H-333, H-334, H-335	**Existing furniture layout**
Room S-343	**Window box**
Room S-401	**New ceiling**

Capitol Grounds

Square 693	**New guard house**
Square 724	**Relocated dog kennels**
West Front Lower Terrace	**Studies**
Olmsted Walks	**Structural consulting**
Senate Garage	**Gates for exterior entrances**
D.C. Village	**Review of drawings for new plant nursery**
Taft Memorial	**Roof repairs**

Botanic Gardens

Exterior	**Handicapped access plan**
	Carved identification for building
Exterior and interior	**Wheeelchair ramps**
	New benches and tables

Interior	Plaque for Admiral Charles Wilkes
	Proposed renovation

Russell Senate Office Building

Basement Rotunda	Relocation studies of Statue of Freedom model.
Building	Handicapped access survey
	Specifications for resilvering light fixtures
Room ST-71	Renovation
Room B-31B	Alterations
Room B-31F	Design for new service elevator
Room B-65	Alterations
First Floor	Alterations for toilets for the handicapped
Room 102	Computer installation
Room 130	Layout-gym equipment
Room 134	Interior design
Room 145	Interior design and bookcases
Rooms 145, 147, 149, 151, 153, 153A, 154, 155, 156	Furniture layout
Room 192	Partition layout and bookcase
Second Floor	Alterations for toilets for the handicapped
Suite 205	Alterations for handicapped
Room 213A	Acoustic box for computer
Room 277	Bookshelves
Third Floor	Alterations for toilet for the handicapped
Room 322	Design new pantries
Room 343	Acoustic boxes for computer
Rooms 349 & 370	Interior design
Room 379A	Acoustic boxes for computer
Room 384	Interior design
Room 392	Furniture layout
Fourth Floor	Alterations for toilet for the handicapped
Room 459	Interior design
Room 468	Renovations
Room 480	Acoustical design
Rooms 483 & 484	Furniture layout
Room 494	Acoustical design & baffle

Dirksen Senate Office Building

Exterior & Interior	Handicapped access survey
	Wheelchair lift alterations
North Basement	Alterations for toilets for the handicapped
Room B-34	Acoustical treatment
Servery	Review of shop drawings
Main Kitchen	Alterations
Cafeteria	Interior design
Room G-01	Furniture layout
Room G-11	Interior design and cashier's cage
Room G-82	Furniture and partition layout
First Floor	Commemorative plaque design

First & fourth floors	Alterations for handicapped drinking fountains
Room 107	Acoustical treatment
Room 180	Furniture layout
Rooms 205, 206, 207, 208, 209, 210, 219B, 249, 250, 252, 254, 256, 258 & 306	Furniture and partition layout
Rooms 308, 317, 337, & 353	Furniture layout
Rooms 401, 506 & 604	Acoustical treatment

Hart Senate Office Building

Building	Specifications for modular furniture & metal cabinets
Truck Entrance	Security barricade design
Atrium	Design for Calder display case
	Design for supporting Calder sculpture
Basement	Design Tobacco Shop storage
Subway	Alterations to ceiling doorpanels
Ground Floor	Design film storage
Ground Floor Carryout	Counter design and review of shop drawings
Room 110	Revisions
Room 115	New cabinet
Rooms 125, 133, & 135	Furniture and partition layout
Room 136	Interior design
Room 202	Furniture and partition layout
Room 203 (210)	Layout
Rooms 211, 213 & 214	Furniture layout
Room 226	New glass partition panels
Room 228	Furniture and partition layout
Room 232	Furniture layout
Rooms 306, 308 & 309	Furniture and partition layout
Room 311	Modular furniture layout
Rooms 313, 316 & 416	Furniture and partition layout
Room 317	Furniture and partition layout & cabinet design
Room 320	Interior design
Rooms 327, 331 & 445	Furniture and partition layout
Rooms 401, 405, 440, 639 & 725	Furniture and partition layout
Room 414	Furniture layout
Rooms 425, 427, 428, 502 & 503	Furniture and partition layout
Room 511	Modular furniture layout
Room 520	New door
Room 521	Furniture and partition layout
Rooms 522	Furniture layout and interior design
Room 524	Alterations
Room 528	Furniture and partition layout
Room 605	Furniture layout
Room 628	New partitions and door
Rooms 610, 632 & 645	Furniture and partition layout
Room 637B & 638	Furniture layout
Room 702	Furniture and partition layout
Rooms 703, 705 & 708	Office layout
Rooms 706, 709 & 812	Furniture and partition layout

Room 713	Computer room design
Rooms 717, 722 & 724	Furniture and partition layout
Rooms 804, 805, 807 & 815	Furniture and partition layout
Rooms 823 & 825A	Office layout
Room 831	Partition layout
Ninth Floor	Interior design
	Exterior handrail revisions

Senate Annexes

400 North Capitol Street

Computer Center	Wall insulation

Immigration Building

Remodeling	Review of drawings and specifications
	Interior design

Square 723

Senate Employees Child Care Center	Modular Building
	Research on construction history of Square 723
	Interior design

Plaza Hotel

Main Entrance	Alterations

Square 724

Square 724	Demolition of buildings

Cannon House Office Building

Rooms B-18 & B-65	Proposed alterations
Room 113	Furniture layout and bookcase
Room 116	Furniture and partition layout
Rooms 117 & 119	Furniture layout
Room 126	Furniture and partition layout
Room 138	Interior design
Rooms 203 & 204	Furniture layout
Room 209	Partition layout
Room 210	Interior design

Room 233	Bookcase & lighting
Room 235	Furniture layout
Room 263	Proposed alterations
Room 301	Furniture layout
Room 304A	Door installation and corridor enclosure
Room 309	Furniture and partition layout
Rooms 319 & 328	Furniture layout
Room 334	Interior design
Room 342	Mezzanine for storeroom
Rooms 402 & 412	Furniture layout
Rooms 414 & 419	Furniture and partition layout
Rooms 417, 427, 428 & 502	Furniture layout
Rooms 503, 510 & 514	Furniture layout

Longworth House Office Building

Exterior and interior	Handicapped access survey
Interior	Exhaust duct penetration
Room 154	Renovation
Room B-215	New ceiling
	Furniture layout and interior design
Room B-220	Renovations
First Floor	Alterations for toilets for the handicapped
Room 1002	Interior design
Rooms 1009, 1019, 1031	Furniture layout
Room 1100	Architectural design for TV lighting
	Seating layout
Room 1101	Alterations
Rooms 1110, 1111, 1111A & 1131	Furniture layout
Room 1142	Alterations
Room 1313	Furniture layout
Room 1324	Bookcase
Room 1338	Furniture layout
Room 1421	Furniture and partition layout
Rooms 1419, 1427, 1428, 1432, 1436, 1503 & 1632	Furniture layout
Rooms 1517, 1537 & 1541	Furniture layout
Suite 1518	Furniture layout
Room 1618	Furniture layout and interior design
Rooms 1627, 1717 & 1729	Furniture layout

Rayburn House Office Building

Garage Entrances	Air curtains
Interior	Survey for handicapped access
Paint Shop	Structural design of HVAC platform
Cafeteria	Remodeling
First and third floors	Alterations for toilets for the handicapped
Gymnasium	Alteration
Room SB-319 & Pool	Storage space
Proposed kitchen	Review of drawings and specifications

Room B-322	Remodeling
Room B-339	Feasibility study for proposed kitchen
Rooms B-345C & 346C	Furniture layout
Room B-350A	New partitions
Room B-353	Partition removal
Room B-360	Furniture layout
Room B-364	Counter extension
Second Floor	Alterations for toilets for the handicapped
Room 2100 & 2101	Alterations
Room 2116	Partition layout
Room 2118	Movable rostrum
Room 2133	Mail room layout
Room 2176	Closet renovation
Room 2181	Alterations
	Glass case design
Room 2218	Rostrum
Rooms 2252 & 2302	Furniture layout
Room 2318	Display case design
Room 2322	Movable rostrum & interior design
Room 2324	Partition relocation
Room 2343	Partition extension
Room 2353	Furniture layout
Room 2362	Interior design
Rooms 2422, 2430, 2432, 2434, 2438, 2439 & 2440	Furniture layout

House Office Buildings

Longworth/Rayburn/Annex 2	Credit Union lock boxes
	Design for locations for newspaper vending machines
All Buildings	TV bracket mounting standards

501 First Street

Exterior	New roof
Interior	Proposed new elevator
First floor	Proposed Day Care Center
	Proposed Construction Management offices

House Annex 1

Exterior	New roof
	Structural consultation on fire escape
Rooms B-10 & B-12	Shower
Rooms 211, 214 & 222	Partition plan
Room 215	Partition layout
Room 221	Furniture layout
Room 609	Furniture and partition layout

Rooms 712 & 714	Furniture layout
Room 717	Shelving plan and furniture and partition layout

House Annex 2

Exterior	New roof
Roof	Stile over parapet
Exterior	Design for radiator enclosure for emergency generator
Building	Floor plan
Interior	New automated teller machine
	Design for portable podium
Room 173	Interior design
Rooms 180, 201-207; 219 & 220 291-294; 296, 264-266; & 269	Alterations
Room 266	Furniture layout
Rooms 278, 279 & 290	Partition layout
Room 283	Furniture layout
Room 289	Furniture, partition and door layout
Rooms 302, 312 & 313	Design for raised floor
Room 374	Design for expansion
Rooms 506, 554 & 555	Furniture layout
Rooms 574 & 575	Partition layout
Sixth Floor	Door

Supreme Court

Gatehouse	Design
First Floor	Screen wall for statue of John Marshall
	Alterations for toilet for the handicapped

Library of Congress

Thomas Jefferson Building

Basement and Decks	Interim move plan, Phase I
Exterior	Restoration of West Terrace structural consulting
	Restoration of Neptune Fountain structural consulting
Interior restoration	Demolition, Phase I
	Review of drawings and specifications
Interior	Rosenwald Room
NW Pavilion and Second Floor, North Section	Interim move plan, Phase I
Whittall Pavilion	Interior design

John Adams Building

Building	Interim move plan, Phase I
Interior Restoration	Demolition, Phase I
Rooms G-05, 06, 07, 52, 53, 54	Travertine replacement
First Floor	Interim occupancy, Phase I
Fourth Flour	Alterations
Interior	Unisex handicapped toilet

James Madison Building

Lobby	World globe design
Atrium	Design

PROJECTS PERFORMED BY THE CONSTRUCTION MANAGEMENT
DIVISION, CONSTRUCTION BRANCH
(INCLUDING STONEWORK)

FISCAL YEAR 1985 (By Building)

LOCATION	ACTIVITY
United States Capitol	
Exterior of building	Pointing and caulking
West Central Front	Miscellaneous construction
Capitol Grounds	
Taft Memorial	Roof repairs
West Terrace--concrete pavers	Removal and resetting
Maryland & Pennsylvania Avenue walkways	Replacement/repair ornamental iron/ lanterns, trench drain paver replacement,
General	Pointing and caulking
Dirksen Senate Office Building	
Exterior of building	Pointing and caulking
Building overall	Renovations
Basement cafeteria	Construction
Ground floor carryout	Construction
Russell Senate Office Building	
Exterior of building	Pointing and caulking
Hart Senate Office Building	
Phase VII	Remaining work
Senate Select Committee on Intelligence Hearing Room	Construction and improvements
Central wing	Central hearing area Capitol Police storage
Network Room, Senate Computer Center	Construction
Basement/ground floor slabs	Waterproofing
General	Miscellaneous tenant work
Phase I Restoration	Completion

Cannon House Office Building

Exterior of building	Pointing and caulking

Rayburn House Office Building

Exterior of building	Pointing and caulking

Longworth House Office Building

Exterior of Building	Pointing and caulking

Supreme Court

Exterior driveway	Install hydraulic barricade
John Marshall Statue	Screen wall
Library	Revise and replace stack stairways
Exterior walks	Replace walks North and South sides
Basement garage	Replace overhead metal doors
Exterior of building	Pointing and caulking

Library of Congress

Jefferson and Adams Buildings Renovation and Restoration

Alterations to fourth floor space Adams Building	Construction
Alterations for Interim Occupancy	Construction
Special demolition - security & dust partitions	Construction
General demolition	Construction
Fire protection systems, stairway between Decks A and B,	Installation/Testing
Jefferson Building	Installation

Thomas Jefferson Building

West Exterior Terrace	Restoration including Neptune Fountain and leaks at upper terrace
Exterior of building	Pointing and caulking

John Adams Building

Exterior of Building	Pointing and caulking
Exit ramp	Replace snow melting/water-proofing

Capitol Power Plant

Steam Tunnel	Replace reinforcement & retaining walls

Botanic Garden

Conservatory roof and exterior	Reset and replace as required flagstone terrace and granite borders. Replace frieze course and lettering

Philip A. Hart Senate Office Building
Construction Data

Phase IV--Superstructure--Contract No. ACso-491

Contractor: Baltimore Contractors, Inc.

Original contract price	$34,180,000
Change orders issued..(256).(300 supplements)	$960,597
Supplemental Agreement, dated July 10, 1978	(-$639,276.33)
Supplemental Agreement, dated September 28,1984	($1,300,000)
Adjusted contract amount	$35,801,321.07
Requisitions to date	$35,801,321.07
Work completed	100%
Work scheduled to have been completed	100%

Major work performed:
Completing the building enclosure including site work, structural steel, concrete slabs, fireproofing, roof systems, windows, and exterior walls.

Chronology:

Invitation for Bids (IFB) date	July 11, 1977
Bid date	August 30, 1977
Contract award date	October 25, 1977
Notice to proceed	October 25, 1977
Contract completion date (900 calendar days)	April 14, 1980
Adjusted contract completion date	January 18, 1981
Substantial completion date	September 25, 1981
Liquidated damages	$1,000/Calendar Day
Liquidated damages pending	$1,215,000
Final payment date	December 3, 1984

Phase V/A--Interior and Related Work--Contract No. ACso-513

Contractor: J.W. Bateson Company, Inc.

Original contract price	$15,691,000
Accepted additives	$3,832,000
Total contract price	$19,523,000
Change orders issued..(183) (187 supplements)	$414,471
Adjusted contract amount	$19,937,471
Value of claims for direct costs	$54,242
Requisitions to date	$19,937,371
Work completed	99%
Work scheduled to have been completed	100%

Major work performed:
Continuing work on completion of major portions of the subbasement through ground floor, including interior partitions, finishes, mechanical and electrical systems, and major portion of the mechanical and electrical systems in the first through ninth floors.

Chronology:

Invitation for Bids (IFB) date.....August 7, 1978
Bid date.....December 7, 1978
Contract award date.....December 27, 1978
First notice to proceed.....February 5, 1979
Second notice to proceed.....October 15, 1979
Third notice to proceed.....July 1, 1980
Contract completion date.....July 30, 1982
Substantial completion date.....July 30, 1982
Liquidated damages.....$2,000/Calendar Day
Assessed liquidated damages.....None
Final payment date.....September 18, 1985

Phase V/B--Remaining Interior, Electrical, and Related Work--Contract No. ACso-548

Contractor: Chas. H. Tompkins Co.
Original contract price.....$30,734,600
Change orders issued..(184) (184 supplements).....$1,830,260
Adjusted contract price.....$32,564,860
Value of claims for direct cost.....$165,792
Requisitions to date.....$32,564,860.00
Work completed.....100%

Major work performed:
Continuing work on completion of the majority of interior finishes and electrical in the Hart Building and some finish work in the central wing of the Dirksen Building, and the extension of the existing Senate subway.

Chronology:

Invitation for Bids (IFB) date.....April 3, 1980
Bid date.....May 13, 1980
Contract award date.....June 19, 1980
First notice to proceed.....June 19, 1980
Second notice to proceed.....September 2, 1980
Contract completion date.....October 31, 1982
Substantial completion date.....July 30, 1982
Liquidated damages.....$2,000/Calendar Day
Liquidated damages assessed.....None
Final payment date.....November 6, 1984

Phase V/B2--Remaining elevator and escalator work--Contract No. ACso-547

Contractor: U.S. Elevator Corporation

Original contract price.....$2,996,600
Change orders issued..(6) (5 supplements).....$46,528
Adjusted contract amount.....$3,043,128
Requisitions to date.....$3,029,628
Work completed.....99%
Work scheduled to have been completed.....100%

Major work performed:

Continuing work on passenger elevators and the escalator at the subway station.

Chronology:

Invitation for Bids (IFB) date.....December 6, 1979
Bid date.....February 7, 1980
Contract award date.....June 9, 1980
First notice to proceed.....June 12, 1980
Second notice to proceed.....January 19, 1981
Third notice to proceed.....January 18, 1982
Fourth notice to proceed.....November 30, 1981
Contract completion date.....July 3, 1983
Substantial completion date.....September 20, 1983
Liquidated damages.....$5,000/Calendar Day
Liquidated damages assessed.....To Be Determined

Phase V/B3--Broadloom Carpet Procurement for Senators' Offices--Contract No. ACso-581

Contractor: King-Page Inc.

Original contract price.....$50,300
Change orders issued.....$840
Adjusted contract price.....$51,140
Work completed.....100%

Major work performed:

Furnishing and delivery of broadloom carpet.

Chronology:

Invitation for Bids (IFB) date.....December 9, 1981
Bid date.....January 6, 1982
Contract award date.....March 10, 1982
Notice to proceed.....April 16, 1982
Contract completion date.....June 1, 1982
Substantial completion date.....August 23, 1982
Liquidated damages.....$100/Calendar Day
Liquidated damages assessed.....To Be Determined
Final Payment Date.....May 31, 1983

Phase V/B3--Carpet Tile and Broadloom Carpet--Contract No. ACso-582

Contractor: B. Shehadi & Sons, Inc.

Original contract price.....$733,889
Change orders issued.....$35,615

Adjusted contract price.....$769,504
Requisitions to date.....$733,889
Work completed.....100%
Major work performed:
Furnishing and delivery of carpet tile and broadloom carpet.
Chronology:
Invitation for Bids (IFB) date..... March 31, 1982
Bid date..... April 13, 1982
Contract award date..... April 21, 1982
Notice to proceed..... April 28, 1982
Contract completion date.....July 6, 1982
Actual completion date.....July 6, 1982
Liquidated damages.....$200/Calendar Day
Liquidated damages assessed.....None
Final Payment Date.....January 31, 1983

Phase V/B4--Interior Demountable Partitions--
Contract No. ACso-570
Contractor: Transwall Corporation
Original contract price.....$268,255
Change orders issued.....$51,528
Adjusted contract price.....$319,783
Requisitions to date.....$265,941
Work completed.....100%
Major work performed:
Furnishing and delivery of partition panels, including accessories, wood doors, hardware, glazing, and back boxes and bushings for mechanical and electrical devices and controls.
Chronology:
Invitation for Bids (IFB) date.....June 11, 1981
Bid date.....July 8, 1981
Contract award date..... August 6, 1981
Notice to proceed.....September 25, 1981
Contract completion date.....September 1, 1982
Substantial completion date.....September 30, 1983
Liquidated damages.....$500/Calendar Day
Final payment date.....December 31, 1983

Phase V/B5--Electrical and Telephone Service Fitting Procurement--Contract No. IFB-8222
Contractor: Graybar Electric Company, Inc.
Original contract price.....$90,464
Adjusted contract amount.....$90,464
Requisitions to date.....$90,464
Work completed.....100%
Major work performed:
Floor service fittings and afterset inserts for future electrical outlets.

Chronology:

Invitation for Bids (IFB) date.....February 25, 1982
Bid date..... March 18, 1982
Contract award date.....April 6, 1982
Notice to proceed.....April 6, 1982
Contract completion date.....July 5, 1982
Actual completion date.....June 29, 1982
Final payment date.....July 31, 1982

Phase V/B6--Interior Stone Procurement--
Contract No. ACso-549

Contractor: Georgia Marble Company
Original contract price.....$2,489,000
Change orders issued.....(1,118)
Adjusted contract price.....$2,487,882
Requisitions to date.....$2,487,882
Work completed.....100%

Major work performed:

All stone necessary for completion except for flooring, stair treads, slate, and stone to match existing work, which is in Phase V/B Contract.

Chronology:

Invitation for Bids (IFB) date..... April 15, 1980
Bid date.....May 9, 1980
Contract award date.....June 17, 1980
Notice to proceed.....September 22, 1980
Contract completion date.....March 1, 1982
Adjusted contract completion date..... March 29, 1982
Substantial completion date..... March 29, 1982
Liquidated damages.....$500/Calendar Day
Liquidated damages assessed.....None
Final payment date.....September 30, 1982

House of Representatives Office Building Annex No. 1
Construction Data

Addition of Two Steel Fire Escapes--
Contract No. ACho-544

Contractor: Potomac Iron Works
Original contract price $45,000
Percentage completed.....100%
Change orders issued (2).....$2,750
Adjusted contract amount.....$47,750
Requisitions to date.....$47,750

Major work performed:

Completed work on the installation of two plant-fabricated steel fire escape stairways.

Chronology:

Invitation for bids (IFB) date.....March 4, 1983
Bid date..... March 29, 1983
Contract award date.....May 16, 1983
Notice to proceed.....July 15, 1983
Contract completion date.....November 11, 1983
Substantial completion date.....April 18, 1985
Final payment date.....May 6, 1985

United States Capitol
Restoration of the West Central Front
Construction Data

Removal and Cleaning of Masonry--
Contract No. ACbr-753

Contractor: Polonia Restoration Co., Inc.
Original contract price.....$275,000
Change orders issued (10 Supplements).....$53,601
Adjusted Contract amount.....$328,601
Requisitions to date.....$323,601
Work completed.....100%

Major work performed:

Removal of existing paint from the sandstone walls of the West Central Front.

Chronology:

Invitation for Bids (IFB) date.....September 13, 1983
Bid opening date.....September 23, 1983
Contract award date.....September 30, 1983
Substantial completion date.....February 2, 1984
Final payment date.....April, 1985

Test Drilling --
Contract No. ACbr-8410

Contractor: Hydro Group, Inc.
Original contract price.....$49,869
Contractor's proposal for change orders..(3).....$19,917.43
Contractor's claims for direct costs (6).....$23,709.75
Requisitions to date.....$44,882
Work completed.....100%

Major work performed:

Installed four (4) arch ties and six (6) wall ties.

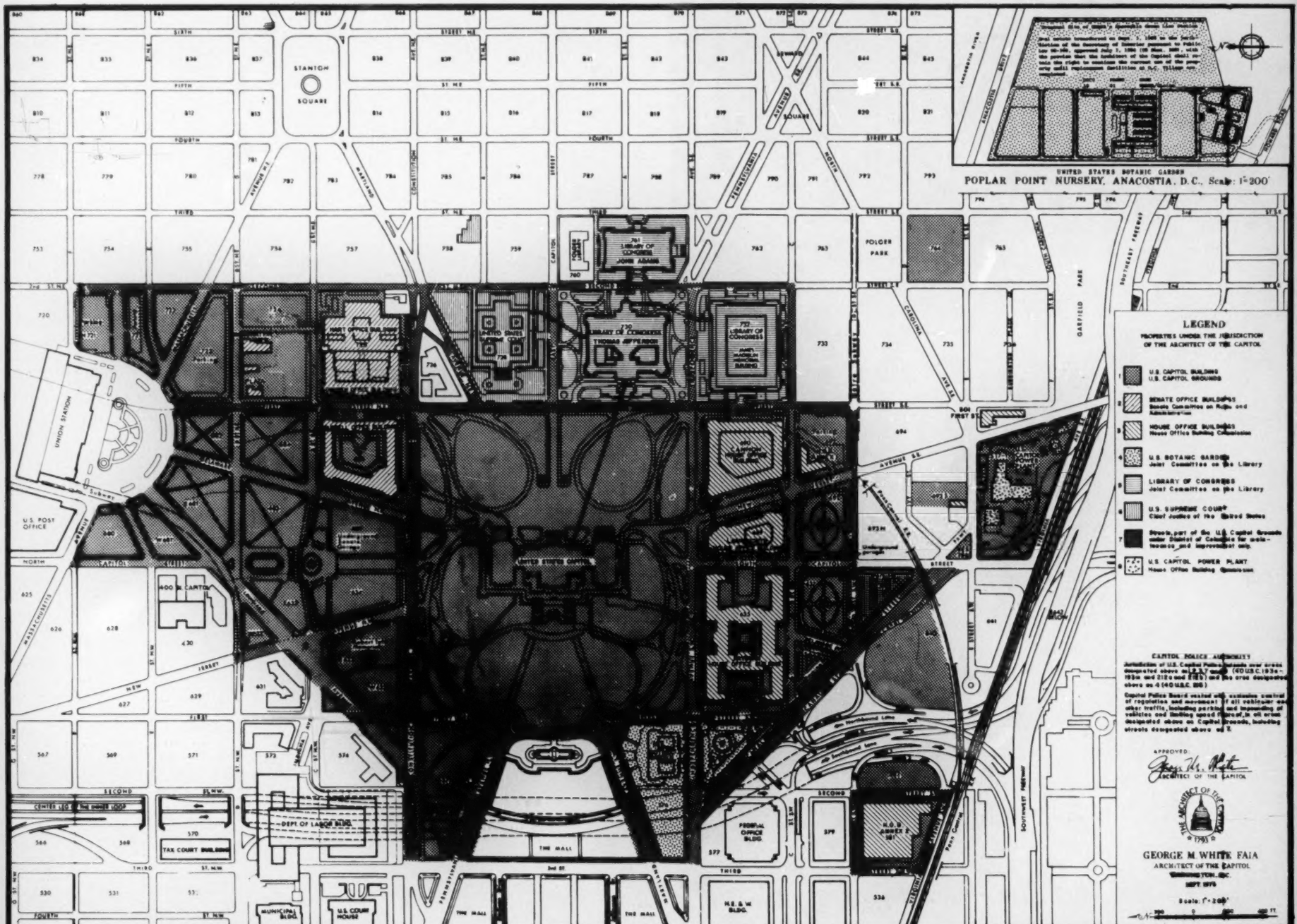
Chronology:

Invitation for Bids (IFB) date.....November 18, 1983
Bid opening date.....November 28, 1983
Contract award date.....December 5, 1983
Substantial completion date.....February 8, 1984

General Construction --
Contract No. ACbr-84027
Contractor: Chas. H. Tompkins Co.
Original contract price.....$14,764,000
Change orders issued (33)
(33 Supplements).....$345,474
Adjusted contract price.....$15,109,474
Supplements issued for which proposals have not been received.....15
Estimated value of supplements issued.....$80,090
Contractor's supplement proposal received for which change orders remain to be issued.....17
Value of contractor's proposals.....$369,176
Requisitions to date.....$5,653,586
Work completed.....42%
Major work performed:
Removal and repair, replacement and refacement of deteriorated stone, replacement of windows, installation of arch, wall, plaster and corner ties, and miscellaneous plaster work.
Chronology:
Request for Proposal (RFP) date.....February 10, 1984
Proposal date..... April 24, 1984
Contract award date.....May 25, 1984
Second Notice to proceed date.....October 29,1984
Estimated completion date.....February 11, 1988

ARCHITECT OF THE CAPITOL, SUMMARY OF APPROPRIATIONS AND AUTHORIZED POSITIONS, FISCAL YEAR 1985

Appropriation	Amount	Number Authorized Positions
Salaries	$ 5,212,000	135
Contingent Expenses	235,000	...
Capitol Buildings	11,643,850	202
Capitol Grounds	2,896,000	84
Senate Office Buildings	20,762,000	578
House Office Buildings	22,873,000	779
Capitol Power Plant	23,904,000	104
Library Buildings and Grounds	5,799,000	133
Botanic Garden	2,080,000	57
Total	$ 95,404,850	2,072
Care of the Building and Grounds Supreme Court	$ 2,242,000	33


UNITED STATES BOTANIC GARDEN
POPLAR POINT NURSERY, ANACOSTIA, D.C., Scale: 1"=200'
LEGEND
PROPERTIES UNDER THE JURISDICTION OF THE ARCHITECT OF THE CAPITOL
1 U.S. CAPITOL BUILDING U.S. CAPITOL GROUNDS
2 SENATE OFFICE BUILDINGS Senate Committee on Rules and Administration
3 HOUSE OFFICE BUILDINGS House Office Building Commission
4 U.S. BOTANIC GARDEN Joint Committee on the Library
5 LIBRARY OF CONGRESS Joint Committee on the Library
6 U.S. SUPREME COURT Chief Justice of the United States
7 Streets, part of the U.S. Capitol Grounds under District of Columbia for maintenance and improvement only.
8 U.S. CAPITOL POWER PLANT House Office Building Commission
CAPITOL POLICE JURISDICTION
APPROVED:
ARCHITECT OF THE CAPITOL
GEORGE M. WHITE FAIA
ARCHITECT OF THE CAPITOL
WASHINGTON, D.C.
SEPT 1975
Scale: 1"=200'
UNION STATION
U.S. POST OFFICE
STANTON SQUARE
FOLGER PARK
GARFIELD PARK
SOUTHEAST FREEWAY
SOUTHWEST FREEWAY
CENTER LEG OF THE INNER LOOP
DEPT. OF LABOR BLDG.
TAX COURT BUILDING
MUNICIPAL BLDG.
U.S. COURT HOUSE
FEDERAL OFFICE BLDG.
H.E.B. ANNEX #2
H.E. & W. BLDG.
THE MALL

MAP SHOWING PROPERTIES UNDER JURISDICTION OF THE ARCHITECT OF THE CAPITOL

Rev. 11-14-84

Rev. 6-24-77
Rev. 1-9-80
Rev. 10-31-80
Rev. 9-9-81
Rev. 7-20-82
Rev. 6-29-83
Rev. 5-15-84

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ARCHITECT OF THE CAPITOL APPROPRIATIONS
FISCAL YEARS 1982 1985
(INCLUDING SUPPLEMENTALS)

	Fiscal Year 1982		Fiscal Year 1983		Fiscal Year 1984		Fiscal Year 1985	
	Amount	Positions	Amount	Positions	Amount	Positions	Amount	Positions
Salaries, Office of the Architect of the Capitol	$ 3,897,000	113	$ 4,518,000	127	$ 4,906,000	134	$ 5,212,000	135
Contingent Expenses	210,000	...	210,000	...	360,000	...	235,000	...
Capitol Buildings	10,330,000	206	10,098,000	199	13,380,000	199	11,643,850	202
West Central Front of the Capitol	.....	...	49,000,000		.....	...	.....	...
Capitol Grounds	2,480,000	84	4,961,000	84	3,449,000	84	2,896,000	84
Acquisition of Property as an Addition to the Capitol Grounds	.....	...	4,500,000	...	.....	...	.....	...
Senate Office Buildings	15,051,000	495	21,038,000	578	24,712,000	578	20,762,000	578
Senate Garage	99,000	3	.....[1]	...[1]	.....[1]	...[1]	.....[1]	...[1]
House Office Buildings	20,099,000	778	20,842,000	779	21,684,000	779	22,873,000	779
Capitol Power Plant	22,222,000	104	23,150,000	104	23,602,000	104	23,904,000	104
Library Buildings and Grounds, Structural and Mechanical Care	8,785,000	133	5,151,000	133	87,570.000	133	5,799,000	133
Congressional Cemetery	.....	...	300,000	...	.....	...	.....	...
Grand Total, Architect of the Capitol	83,173,000	1,916	143,768,000	2,004	179,663,000	2,011	93,324,850	2,015
Botanic Garden, Salaries and Expenses	2,351,000	57	1,897,000	57	2,058,000	57	2,080,000	57
Care of the Building and Grounds, Supreme Court	1,654,000	33	2,000,000	33	2,571,000	33	2,242,000	33

1
Included in Senate Office Buildings

Legislation Enacted During Fiscal Year 1985
Relating to the Work of the
Architect of the Capitol

Bill or Resolution	Title	Date Enacted	Public Law Number	Subject Matter
S. Con. Res. 33	Authorizing the Rotunda of the United States Capitol to be used on April 18, 1985, for a ceremony Commemorating the Days of the Remembrance of Victims of the Holocaust.	Passed Senate Passed House	3/28/85 4/ 2/85	Physical preparation for the conduct of the ceremony shall be carried out in accordance with such conditions as may be prescribed by the Architect of the Capitol.
S. Con. Res. 37	Providing for acceptance of a Statue of Jeannette Rankin presented by the State of Montana for placement in National Statuary Hall.	Passed Senate Passed House	4/23/85 4/30/85	The State of Montana is authorized to place temporarily in the Rotunda of the Capitol the Statue of Jeanette Rankin. Ceremonies to be held on May 1, 1985. The Architect of the Capitol is authorized to make necessary arrangements.
H. Con. Res.	Commemorating the one hundredth anniversary of the death of Ulysses S. Grant, the eighteenth President of the United States.	Passed House Passed Senate	4/ 2/85 7/11/85	Physical preparations for the conduct of the ceremony shall be carried out in accordance with such conditions as may be prescribed by the Architect of the Capitol.
H.R. 2577	Supplemental Appropriations Act, 1985	8/15/85	99-88	Provides increased pay costs for fiscal year 1985 for appropriations under the Architect of the Capitol. Make funds available, which were previously appropriated for the installation of security systems, under "Care of the Building and Grounds, Supreme Court," for the acquisition and installation of additional communications equipment by the Office of the Marshal, Supreme Court of the United States.